

# (FIRST NAME) (LAST NAME)

(City), (State Abbreviation) (Zip Code) | (Phone Number) | (Email Address) | (LinkedIn URL)

## PROFESSIONAL SUMMARY

A professional summary statement should be a brief and powerful statement that summarizes your relevant experience, skills, and achievements in a few sentences. It should highlight your unique selling points and value proposition to potential employers, showcase your career goals, and demonstrate your fit for the position you are applying for. Additionally, it should be tailored to the job description and use keywords that match the employer's requirements.

## SKILLS

- Team leadership/collaboration
- Strong organizational skills
- 15+ years customer service
- Interpersonal skills
- Manage multiple projects & teams
- Attention to detail

## CERTIFICATIONS

• Certified Public Accountant (CPA)	In Progress
• Google Analytics Individual Qualification, Google	2024
• Project Management Professional (PMP), Project Management Institute	2023
• CPR & First Aid Certification, American Red Cross	2022

## EDUCATION

- (Degree and Major), University, City, State
- (Minor or Concentration):
- GPA: (3.5 or higher)
- Honors/Awards:
- Relevant Coursework: Corporate & Personal Ethics, Research Methods, Introduction to Information Systems, New Testament Greek

Anticipated (Month) (Year)

## EXPERIENCE

(Job Title), (Company or Organization) (Month) (Year) - (Month) (Year)  
(City), (State)

- i.e., Generated a digital loyalty program which produced a repeat customer base of >35%
- Text
- Text
- Text

(Job Title), (Company or Organization) (Month) (Year) - (Month) (Year)  
City, State

- Text
- Text
- Text
- Text

## COMMUNITY SERVICE

(Job Title), (Company or Organization) (Month) (Year) - (Month) (Year)  
(City), (State)

- i.e. Led a team of 12 volunteers in building two homes, coordinating schedules, materials, and safety protocols
- Text
- Text
- Text