

CLIENT NAME

~ *Expert in Building Dynamic Teams • Leader in Managing High-Volume Operations • Specialist in Maximizing Growth* ~

123 USA Street • City, ST 00000 • (000) 000-0000 • name@myemail.com

Results-focused leader eager to offer broad scope of public- and private-sector experience, as well as dynamic community service background, toward driving your progressive organization's key success.

PROFILE OF QUALIFICATIONS

- Non- / For-Profit Operations
 - Policy / Procedure Development
 - Team Building / Training Processes
 - Profit / Loss Responsibility
 - Strategic Analysis / Planning
 - Project / Program Management
 - Key Grants / Funding
 - Business / Public Relations
 - Mergers / Acquisitions / Start-Ups
- Top performer who excels at analyzing organizational needs, identifying lucrative growth opportunities, defining strategies for developing existing business, and attaining solid leveraging in competitive public- / private-sector areas.
 - Integral leader who offers proven experience in large-scale operational optimization, including conceptualizing, creating, and implementing forward-thinking projects, programs, and processes to achieve continued key growth and profitability.
 - Ambitious self-starter who leads quality staff recruitment that encourages diversity, low turnover, and business loyalty.

CAREER HIGHLIGHTS

- Placed \$80 million+ under contract as Administrative Manager
- Achieved a 50%+ increase in production and turnaround to profitability from a net operating loss of \$10 million+ annually.
- Consolidated and took two companies public through Initial Public Offerings as Vice President of XYZ
- Instituted company TQM process and attained Certified Trainer credentials as Director of Business Development along with expanding business to grow from \$15 million to \$80 million+ in annual revenue.
- Built start-up from a single location with sales of \$3 million annually to become a three-state distributor with manufacturing / export operations, as well as developing a chain of five retail service facilities; diversified into water pollution control systems design / manufacturing to achieve \$8 million+ annually.
- Refinanced debt and funded capital expansion without increasing debt service levels or rates as Director with XYZ
- Successfully streamlined bureaucracy from 24 to 6 departments by initiating major restructuring of government operations.
- Significantly reduced costs and avoided rate increases by overseeing restructuring of operations.

CAREER TRACK

ORGANIZATION, CITY, ST (XXXX – XXXX)

Administrator

- Strategically steered a start-up business by recruiting, training, and managing a top-performing team of 15 direct reports; developing targeted policies and procedures; and handling all estimating, purchasing, cost management, IT and software applications, accounts payable, internal auditing, and industry research and competitor intelligence to ensure core success.

ORGANIZATION, CITY, ST (XXXX – XXXX)

Vice President

- Applied strong leadership talents toward conducting forward-thinking industry research, financial analysis, and strategic planning for this large-scale investment banking company, including serving as CFO for its portfolio companies that encompassed holdings in the oil and gas extraction industry, broadband technology, and automotive services.

ORGANIZATION, CITY, ST (XXXX – XXXX)

Director of Business Development / Human Resources Director

- Directed short- / long-term strategic planning and annual budgeting, conducted acquisition and merger searches and business expansion, and instituted planned and supervised product line and geographic expansions to boost profits.
- Led due diligence processes and integration of two acquisitions and two start-up businesses, including initiating a Total Quality Improvement Program and Employee Training Program, as well as developing all facets of human resources.
- Achieved companywide compliance with strict ERISA, FMLA, and U.S. Department of Defense requirements.

CAREER TRACK CONTINUED...

ORGANIZATION, CITY, ST (XXXX – XXXX)

Vice President – Mergers & Acquisitions

- Expertly conducted acquisition prospecting and searches, generated deal flow, and handled all due diligence evaluations.

ORGANIZATION, CITY, ST (XXXX – XXXX)

President / Vice President

- Maximized bottom-line results via judicious oversight of financial reporting, outside sales, and marketing / advertising, including proactively restructuring and refocusing company in anticipation of major industry realignment.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Arts in Psychology, UNIVERSITY NAME

Extensive Graduate-Level Business Studies, UNIVERSITY NAME

Certified TQM Trainer

COMMUNITY SERVICE – PAST & PRESENT

Organization (Committee Member) • Organization (Board Member)
Organization (Treasurer) • Organization (Board of Trustees / Committee Member)
State Political Party (Chairman) • Organization (Board Member)