**Summary of Qualifications**

Start this summary with a title you want to go to market with and then support it with quantifiable evidence of experience managing/supervising numbers of people, or dollars, or value of machinery, degrees, or special certifications that set you apart, years of work experience or service experience relevant to the industry, languages you speak other than English, and security clearance if you have it. This summary should be no more than 8 typed lines and should focus on skills, qualifications, and characteristics that employers will want. This is NOT a job description.

**Project /Practice Management**

* Give examples of skills/accomplishments/tasks that demonstrate capability within this area
* EX: Created and executed project work plans and revised as appropriate to meet changing needs and requirements.
* EX: Analyzed, interpreted and reported raw employee status information, to include education, professional development, awards, career progression and job specialization for hiring.
* EX: Managed actual and virtual personnel information cross referencing 3 different databases resulting in trend and gap identification facilitating Army Reserve wide #1 status of attrition reduction.
* EX: Effectively applied methodology and ensured project standards.
* EX: Conducted Iraq wide studies, developed briefs, proposals and recommended strategies for reorganization and realignment of deployed employees to address workforce requirements.

**Leadership / Supervision**

* Give examples of skills/accomplishments/tasks that demonstrate capability within this area
* EX: Trained team members and clients through both formal and informal training programs.
* EX: Collected, documented and shared best practices among team members.
* EX: Mentored junior and senior personnel in developing decision making skills and productivity.
* EX: Acknowledged, recognized, and appreciated team members’ contributions with awards and giveaways.
* EX: Challenged and provided opportunities for all team members to rise to their fullest potential.
* EX: Provided conflict resolution by mediating team members in conflict and communication situation.
* EX: Identified opportunities for improvement and makes constructive suggestions for change.

**Client Management**

* Give examples of skills/accomplishments/tasks that demonstrate capability within this area
* EX: Managed and coordinated administrative processes of 60 transitioning contractors to government service positions while in international setting.
* EX: Fielded and resolved area conflicting issues with direct reporting commands.
* EX: Developed lasting relationships with client personnel fostering inter-organization client ties.
* EX: Sought opportunities to increase customer satisfaction and deepen client relationships.
* EX: Built knowledge base of clients’ business, organization and objectives.
* EX: Recognized for creative decision-making and resolution in response to internationally deployed clients’ needs.

**Financial Management**

* Give examples of skills/accomplishments/tasks that demonstrate capability within this area
* EX: Tracked and reported team hours and expenses on a weekly basis maximizing record keeping efficiency.
* EX: Determined appropriate revenue recognition, ensured timely/accurate invoicing, and monitored receivables.
* EX: Formulated and provided budget justifications to obtain workspaces, storage areas and a supply account to meet staffing, facility and equipment needs.
* EX: Knowledge of basic revenue models, pricing model, billing procedures and cost-to-completion projections and makes decisions accordingly.

**Communication**

* Give examples of skills/accomplishments/tasks that demonstrate capability within this area
* EX: Presented and facilitated business development discussions to large groups and individuals.
* EX: Reported project information to upper management providing updates and recommendations/solutions.
* EX: Resolved and/or deescalated personnel and process issues in a timely fashion.
* EX: Delivered engaging, informative, well-organized presentations while facilitating team/client meetings.
* EX: Held regular status meetings with project team regarding progress, organization and general corporate news.
* EX: Researched and lead proposal efforts including completing project scoping and assessments.
* EX: Communicated difficult and sensitive information in a professional and tactful manner.

**Marketing**

* Give examples of skills/accomplishments/tasks that demonstrate capability within this area
* EX: Expertise includes: corporate identity, directing extensive photo shoots, branding, national and international campaigns, advertising, and packaging, point of purchase, logos, catalog design, web design, trade booths, retouching, presentations and product renderings.
* EX: Supervised graphic artists, designers and vendors from conceptual to completion of marketing campaigns.

**Experience**

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**Education**

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**Training**

* **Certificate**, , , ,
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