

SAMPLE PROFILES/ SUMMARY STATEMENTS FOR RESUMES

SALES RECRUITING PROFESSIONAL

PROFILE: Results-oriented, high-energy Sales Recruiting Professional with 14 years hands-on experience. Provide career counseling, coaching, and job seeker services. Identify values, develop possible career paths, and develop strategies for entering a career. Develop individual employment plans, goal setting strategy, and networking skills. Provide job search and resume writing assistance, soft vs. hard skills analysis, and instruction on completion of career portfolios. Proficient with Microsoft office.

SUMMARY OF QUALIFICATIONS

- Strong leadership and communication skills
 - Successful employment placement rate
 - Extensive experience in both Corporate and Contract Recruiting
 - Proficient skills in hiring, termination, scheduling, training, payroll, and administration
 - Computer and Internet proficient.
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ACCOUNTANT

OBJECTIVE: Seeking a position as a senior level Accountant where extensive experience will be utilized to maximize company potential. Willing to relocate.

CAREER PROFILE: Accounting manager with seven years experience in accounting and finance. Strong management skills with extensive knowledge in statistical processes. Detail-oriented, efficient and organized professional responsible for setting up and directing accounting departments, system reviews and financial reporting and analysis for public and private corporations and small businesses.

- Strong analytical and problem solving skills.
 - Excellent written and verbal communication skills.
 - Highly trustworthy, discreet and ethical.
 - Resourceful in the completion of projects, effective at multi-tasking.
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ADMINISTRATIVE ASSISTANT

SUMMARY: Six years experience as Assistant to the Director for a major marketing firm. Proven track record of meeting deadlines, being highly organized, and efficiently prioritizing and handling multiple tasks. Excellent verbal and written communication skills. Bi-lingual in English and Spanish.

Additional strengths:

- Flexibility with hours
- Attention to detail and accuracy
- Excellent attendance
- Goal oriented team player

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MARKETING AND MEDIA DEVELOPMENT

Analyze Markets... Increase Sales... Change Agent

Qualifications:

- Innovative professional with ten years of progressive management and marketing expertise in gourmet food arena with demonstrated initiative, creativity and success. Proactive, multilingual leader/manager with experience in global environments. Proven track record of increasing revenues, streamlining workflow and creating a team environment to increase productivity.
 - Expertise in strategic planning, new business start up, market plan execution, budgeting/finance, customer service, and staff training, supervision and mentoring.
 - Highly skilled in P & L management, pricing strategies, competitive and market analysis, staffing, purchasing and vendor relations, new product roll out, and targeted marketing.
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SALES COORDINATOR OR ACCOUNT EXECUTIVE

QUALIFICATIONS:

- Twelve years successful experience in sales of major cosmetics lines.
 - Extensive hands-on experience as co-owner and manager of a small business.
 - Adept at developing long-term relations with customers and vendors.
 - Effective working alone or as a team.
 - Goal oriented; highly organized; proven track record of increasing sales
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ENTRY LEVEL POSITION: PART OR FULL TIME

- Reliable and dependable
 - Honest and trustworthy
 - Positive and helpful attitude
 - Willing to help, patient with people, quick study
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CAREER CHANGE

OBJECTIVE: Seek fund-raising position within the non-profit sector. Relevant prior experience in senior management and corporate finance positions. Extensive expertise in planning and executing successful marketing and promotional events.

STRENGTHS:

- Enthusiastic Community Volunteer
- Budgeting and Finance
- Board Member of Homeowners Association
- Team player; Highly organized; Goal oriented