

# FirstName LastName

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## PROFESSIONAL SUMMARY

- Results oriented professional with 10 years' experience in management, sales, marketing and client services
- Client focused with strong capabilities in forming and implementing new and creative sales strategies
- Proven ability to lead employees and work across all levels of management to increase rate of return
- Delivered strong and sustainable results through success in team building and demonstrated leadership
- Solid written, oral and interpersonal communication skills utilized as part of corporate strategic planning

## EDUCATION

Henry B. Tippie School of Management, University of Iowa  
Masters of Business Administration

Iowa City, IA  
DATE

Undergraduate Institution  
Bachelor of Science: Chemistry  
Minor: Finance & Spanish

City, ST  
DATE

## EXPERIENCE

**Executive Administration, a Service of Jones & Smith, Inc.**  
Vice President Manager, Specialty Services

City, ST  
DATE

- Responsible for customer service, client management, and claims processing for two employee benefit programs; each servicing over 18,000 participants
- Established and maintained departmental budgets and sales forecasting and led a staff of 33 in 2 departments
- Restructured teams to ensure adequate segregation of duties and effective utilization of resources
- Developed and built teams to shift business approach to support national sales team
- Designed and developed communications/project calendar to support sales and insurance carrier initiatives
- Implemented internal quality control processes, consulted with Quality Assurance to ensure practices were fully vetted and secure. Resulted in adequate segregation of duties and strengthened controls
- Additional duties, results and expertise
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## EMPLOYER, CITY, ST

DATE  
DATE

Job Title Here

- Served as a lead CFR development officer and identified, cultivated, solicited, and stewarded lead and major corporate and foundation gift donors, as well as served as the CFR budget officer
- Managed fundraising for the University of Iowa's (UI) top 25 corporate and foundation gift donors, as well as worked with a portfolio of qualified CFR prospects mutually beneficial partnerships between corporations and foundations
- Expanded the number of qualified formal proposals submitted by 500 percent over the past four years through collaborative partnerships between the CFR staff and UINM Foundation development officers
- Marketed CFR fundraising services to increase collaborative interactions among CFR staff, UIF development officers, and UINM collegiate deans, department heads, and faculty to increase solicitations for UI funding priorities

Job Title Here

DATE

- Developed and executed strategic fundraising plans to cultivate individual, corporate, and foundation gifts exceeding \$1.2 million dollars annual as part of global campaign
- Collaborated with University leaders to plan and implement the CFR component of 10 special purpose and University-wide fundraising campaigns and events over a 12 month period
- Instituted and coordinated productive quarterly meetings with the Associate Vice President for Research and the Division of Sponsored Programs staff to expand strategic approaches to top-ranked private foundations
- Collaborated with colleagues and 8 campus partners to write and refine gift and/or grant proposals for submission

**First Name Last Name**

**continued**

**XYZ Federal Bank**

City, ST

Vice President, Branch Manager

DATE

- Managed all aspects of sales and service for a \$38 million, ten employee branch. Specific areas of responsibility included sales management, client services, and branch operations and outreach
- Led 267 branches in account production; increased deposit base by 46% from \$25.3 million to \$36.8 million
- Successfully coached staff to consistently achieve sales and service goals
- Additional duties, results and expertise
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Marketing Coordinator, New Account Representative

DATE

- Designed and produced 9 marketing pieces, developed customized sale letters and 3 direct mail projects
- Coordinated annual art exhibit in partnership with 4 area colleges, as well as 4 bank sponsored events
- Implemented and managed bank wide incentive program in order to promote online presence and accessibility
- Established and maintained effective customer relations for new and existing customers via email
- Responsible for processing customer transactions; accountable for maintaining and balancing a cash drawer daily
- Additional duties, results and expertise

**LEADERSHIP & ACTIVITIES**

Association of Human Resource Professionals

DATE

Society for Human Resources Management, Vice President

DATE

International Business Student Association

DATE

Habitat for Humanity, Volunteer Coordinator

DATE

**ADDITIONAL SKILLS**

Language Proficiency and other important skills here, details that make you unique

Experienced with Clippership, Taleo, Saleslogix, and other Oracle based relationship databases