**First Name Last Name**

TEL: (###) 123-4347 | [emailaddress@gmail.com](mailto:emailaddress@gmail.com) | LINKEDIN URL

**PROFESSIONAL HIGHLIGHTS**

* Results oriented professional with 10 years’ experience in management, sales, 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
* Tech savvy professional with ability to synthesize large data sets using tools such as Tableau and Excel

**EXPERIENCE** CITY, ST

**Jones & Smith, Inc.** DATE

Vice President Manager, Specialty Services

* Responsible for customer service, client management, and claims processing for two employee benefit programs – each servicing over 18,000 participants
* Established and maintained budgets and sales forecasting and led a staff of 33 in 2 departments
* Restructured three teams to ensure adequate separation of duties and effective utilization of resources
* Developed and built teams to shift web-based business approach to support national sales team
* Designed and developed project calendar to support 5-district 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
* Additional duties, results, and expertise

**EMPLOYER** CITY, ST

Job Title Here DATE

* 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 a portfolio of CFR prospects, creating mutually beneficial partnerships between corporations and foundations
* Expanded the number of qualified formal proposals submitted by 50 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

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
* Collaborated with eight non-profit partners to write and refine gift and/or grant proposals for submission

**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 production and increased deposit base by 46% from $25.3 million to $36.8 million
* Successfully coached staff to consistently achieve sales and service goals

**First Name Last Name**  CONTINUED

Marketing Coordinator, New Account Representative DATE

* Designed and produced nine marketing pieces, developed customized sale letters and three direct mail projects
* Coordinated annual art exhibit in partnership with four area colleges, as well as four bank sponsored events
* Implemented bank wide incentive program to promote online presence and accessibility

**EDUCATION**

THE UNIVERSITY OF IOWA IOWA CITY, IA

Master of Business Administration DATE

UNDERGRADUATE INSTITUTION CITY, ST

Bachelor of Science, Chemistry DATE

Minor, Finance & Spanish

**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 INFORMATION**

Language Proficiency

Other important skills here, details that make you unique – certifications, licensure, etc.

Listing of technical skills

Honors and recognition or achievements