

2 PAGE VERSION



HARRY WILLIAMS

MARKETING DIRECTOR

CONTACT

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Los Angeles, CA 90015
harry.williams@company.com
www.harrywilliams.com

SKILLS

Communication
Organization
Project Management
Analytical Skills
Creative Thinking
Leadership
Teamwork

EDUCATION

**MAJOR OF STUDIES IN
MANAGEMENT**
University of California, Los Angeles
Bachelor's Degree

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MANAGEMENT**
University of California, Los Angeles
Bachelor's Degree

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University of California, Los Angeles
Bachelor's Degree

PROFILE

This is the first impression that you'll make as far as it goes. It's important to have a few things ready to go for the interview and your overall presentation that shows you're really someone who can do the job. It's important to have a few things ready to go for the interview and your overall presentation that shows you're really someone who can do the job.

EXPERIENCE

POSITION TITLE

2010-2012 | Los Angeles, CA

Summarize your most recent accomplishments and key responsibilities. Keep it concise and include the data that shows the impact you made.

- List your most recent accomplishments that you want to highlight. Use the "STAR" method: Situation, Task, Action, Result.
- Example: "Coordinated international trade negotiations for top executives, resulting in a 10% increase in revenue."
- Example: "Managed a team of 10 employees, resulting in a 15% increase in productivity."
- Example: "Developed a new product line, resulting in a 20% increase in sales."

POSITION TITLE

2008-2010 | Los Angeles, CA

Summarize your most recent accomplishments and key responsibilities. Keep it concise and include the data that shows the impact you made.

- How you done anything that saved time or money for your employer? How much? If you can estimate it.
- Example: "Coordinated international trade negotiations for top executives, resulting in a 10% increase in revenue."
- How you done anything that saved time or money for your employer? How much? If you can estimate it.
- Example: "Managed a team of 10 employees, resulting in a 15% increase in productivity."
- How you done anything that saved time or money for your employer? How much? If you can estimate it.



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TECHNICAL SKILLS

Microsoft Office
Excel
PowerPoint
Salesforce
CRM

PROFESSIONAL DEVELOPMENT

**WORKING/WORKING
NAME**
University of California, Los Angeles
Bachelor's Degree

**WORKING/WORKING
NAME**
University of California, Los Angeles
Bachelor's Degree

EXPERIENCE (CONTINUED)

POSITION TITLE

2006-2008 | Los Angeles, CA

Summarize your most recent accomplishments and key responsibilities. Keep it concise and include the data that shows the impact you made.

- List your most recent accomplishments that you want to highlight. Use the "STAR" method: Situation, Task, Action, Result.
- Example: "Coordinated international trade negotiations for top executives, resulting in a 10% increase in revenue."
- Example: "Managed a team of 10 employees, resulting in a 15% increase in productivity."
- Example: "Developed a new product line, resulting in a 20% increase in sales."
- Example: "Managed a team of 10 employees, resulting in a 15% increase in productivity."
- Example: "Developed a new product line, resulting in a 20% increase in sales."

POSITION TITLE

2004-2006 | Los Angeles, CA

Summarize your most recent accomplishments and key responsibilities. Keep it concise and include the data that shows the impact you made.

- How you done anything that saved time or money for your employer? How much? If you can estimate it.
- Example: "Coordinated international trade negotiations for top executives, resulting in a 10% increase in revenue."
- How you done anything that saved time or money for your employer? How much? If you can estimate it.
- Example: "Managed a team of 10 employees, resulting in a 15% increase in productivity."
- How you done anything that saved time or money for your employer? How much? If you can estimate it.
- Example: "Developed a new product line, resulting in a 20% increase in sales."

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