

CLIENT NAME

PHONE NUMBER / EMAIL ADDRESS

SENIOR DIRECTOR / BUSINESS EXECUTIVE / MANAGEMENT

New Business Development • Competitive Analysis • Market Research & Analysis

BENCHMARKS & MILESTONES

Summary Profile

- ✚ **Management:** Experience in managing and maintaining staff, analyzing financial statements and budgets, cost control, labor management, customer loyalty and service.
- ✚ **Sales and Marketing:** Capable of creating and implementing marketing programs for multiple sites.
- ✚ **Training:** Capable of designing and implementing training programs;
- ✚ **Communication:** Experience in facilitating negotiations between parties who are in conflict.
- ✚ **Data Analysis:** Experienced in analyzing statistical data to determine areas of business in which deficiencies may exist.
- ✚ **Software Applications:** Proficient in Word, Excel, PowerPoint, Visio, SPSS, and sales databases.

Trainer and Facilitator Highlights OR XYZ Company Highlights

Key Accomplishments:

- Facilitated positive outcomes for 20 disputants in previous three months.
- Assisted disputants in contact negotiations in order to achieve legal compliance.
- Trained clients on effective communication theories through role play and lecture.
- Achieved 95% satisfaction rating from clientele base.

Administrator Highlights OR ABC Company Highlights

Key Accomplishments:

- Increased internal audit composite scores for community from 65% to 93% within four month period.
- Increased clinical composite scores by approximately 30% within a four month period.
- Increased net occupancy by 25% in four month period.
- Increased NOI by 15% within four month period.

Business Development Highlights OR DEF Company Highlights

Key Accomplishments:

- Trained sales and marketing directors at multiple sites which led to an increase in retention and knowledge of company specific sales techniques and methodologies.
- Devised training tool to make sales and marketing techniques more synchronous with operational methodologies.
- Covered eight states and handled multiple site training.
- Acted a group facilitator during monthly training seminars.
- Developed training programs for sales and marketing directors.

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COMPETENCIES PROFILE

Professional Character Competencies

Interpersonal Skills	Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
Oral Communication	Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
Integrity/Honesty	Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
Written Communication	Writes in a clear, concise, organized, and convincing manner for the intended audience.
Continual Learning	Assesses and recognizes own strengths and weaknesses; pursues self-development.
Public Service Motivation	Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Change Leadership Competencies

Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

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REQUIREMENTS TO QUALIFICATIONS PROFILE

Date

Dear Madam/Sir,

This letter and attached resume are in response to your posting for a **Research and Methodology Specialist**. I am interested and well qualified to perform the responsibilities associated with this position at an extremely high degree of success and competency. I have outlined my abilities per your job requirements for your convenience as follows:

Your Requirements:	My Qualifications:
International Globalization Expertise	➤ Lead the Globalization of a multi-plant manufacturing operation with operations in Europe, North America and Africa and with representation in over 50 countries. Consolidated product lines, Initiated quality programs that were standardized to world wide accepted regimens.
Logistics Planning and Product Distribution Responsibilities.	➤ Played a major role in helping South American countries develop logistics strategy, distribution of products, production schedules, sales forecasts, negotiation of traffic management services and setting up of cross docking system in Brazil. Reported directly to vice president of international operations.
Content knowledge and/or experience in the following areas are a strong plus: Inventory Management, Business Development, and Operations Expertise.	➤ Managed monthly meetings with key sales and operations management personnel to analyze production, sales and inventory. Major focus on 3-6 month future projections of sales trends, and new product market introductions. Review of production cycles for build-ups, plant shutdowns and holidays to determine production requirements.
Project Management Skills	➤ .Possess in depth knowledge of project management timetables, stakeholder interview processes, as well as workflow management principles. Hold current Project Management Professional (PMP) credential.

I look forward to exploring this position with you further. Thank you for your kind consideration.

REGARDS,

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RESUME SUPPLEMENTAL INFORMATION

NAME DRIVES BUSINESS TO SUCCESS BY:

(1) Creating an effective strategic planning process; (2) Managing markets and customers more profitably than competitors; (3) Developing superior and more innovative products and services; (4) Implementing efficient and effective business processes; and (5) Establishing strong and tangible core values for the organization.

Brings Value to an Organization:

Name has proven strategic management experience with increasingly responsible positions and has demonstrated his ability to manage, mentor and motivate. He possesses a unique blend of business experience and technical savvy, whereby he provides comprehensive business solutions that meet the needs of companies seeking to improve both financial and operational performance. Further, he is an expert at turning information into creative business knowledge in order to solve customer's business challenges. Some of his main transferable abilities include:

A Highly Focused Catalyst:

Name possesses a balance of the company's "big picture" strategic view with detail-oriented management skills to achieve efficiencies and productive outcomes when working independently as an integral part of the operational management team. He uses a "Leadership by Example" approach to achieve the company's goals.

A Multi-Tasking, Hands-On Project Leader:

Name has proven abilities to conceive, envision and execute more efficient business management approaches, while gaining results through the skillful utilization of a wide range of internal and external people/ processes/ resources to deal with and resolve potential financial obstacles to business development and growth; willing to assume responsibility for the implementation and completion of assignments.

A Coalitional Builder and Relationship Cultivation Facilitator:

Name possesses the ability to explain, advocate, and express facts/ideas in a convincing manner, & negotiate with individuals & groups internally & externally. This involves his ability to develop a professional network with other organizations & to identify the internal & external politics that impact the work of the organization. Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Partnering, Political Savvy, Oral & Written Communication. Further, he has the ability to provide guidance and counsel to top executive management and the firm's clients with respect to information assurance.