

JANE SMITH

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Results-focused, creative problem solver with 6 years of experience leading sales and marketing teams on a variety of project types. Proven troubleshooter on tight deadlines, using various software platforms to achieve project success. Possesses Certified Associate in Project Management (CAPM) certification from the Project Management Institute (PMI).

RELEVANT SKILLS

- Long-term staff management and communications professional
- 6 years' experience using project management software for business
- Innately sensitive to personality differences on hard deadlines
- 4+ years' experience working across departments to achieve project success.
- Fluent in numerous other software programs including MS, Adobe, Salesforce, etc.

PROFESSIONAL EXPERIENCE

NEW FORCE INDUSTRIES, BOSTON, MA

Director of Business Development, September 2016 – Present

- Responsible for tracking business calls, organizing weekly meetings, and delivering sales figures to CEO and COO
- Managed client meetings and follow-ups
- Managed monitoring software to track projects moving through the funnel

HUMBOLDT MANUFACTURING, BOSTON, MA

Sales Team Manager, August 2014 – September 2016

- Managed joint sales and marketing team projects (direct mail campaigns, presentations, responsive marketing campaigns, etc.)
- Organized cross-departmental meetings between executive and sales/marketing teams
- Attended client presentations and ensured projects were progressing at the appropriate pace

EDUCATION & CERTIFICATION

NORTHEASTERN UNIVERSITY, BOSTON, MA

2010–2014

BS in Public Relations | GPA 3.8

Certified Associate in Project Management (CAPM)

ACCOMPLISHMENTS

- Implemented inter-departmental communications software that improved overall company efficiency
- Created New Force's first ever Business Development department