

# NAME

TITLE  
000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Assistant Program Manager - Nonprofit/ Location

MONTH YEAR - Present

- Assist stakeholder research in boosting corporate funding potential
- Create master schedules from critical action items to keep the team on track
- Deliver all programs to surpass key performance indicators (KPIs)
- Streamline HR software that eliminated lost time spent clocking in
- Automate a filing process that previously required ten hours of manual work weekly

### Business Operations Intern - City Bank/ Location

MONTH YEAR – MONTH YEAR

- Analyzed previous company performance to track efficiency
- Created presentations for program managers
- Cross-checked analytics from three distinct departments
- Performed SQL queries for future reports
- Monitored inventory purchasing to find areas to cut back

### Project Experience

- Organized a recycling program for the State University chapter of Alpha Kappa Psi
- Oversaw a monthly business networking event at State Community College

## Education

### Bachelor of Science in Computer Science - State University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### Associate of Applied Business - State Community College

May 2009

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Detail-oriented
- Strong communication skills
- Teamwork
- Strategic planning
- Event coordination

## Licenses & Accreditations

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- Program Management Institute’s Program Management Professional Certification (PgMP)