

Ms. Executive

Address

Phone number

Address

email_address@email.com

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**Vision: To LEAD the Transformation of a corporation or private enterprise**

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Management Style

Leads with a _____ approach, _____ professionalism, _____ integrity_____. Drives employees to_____

Leadership Skills

- Creating a vision _____
- Engaging the _____
- Empowering _____
- Energizing _____
- _____
- _____
- _____

Professional Profile

Over 10 years of varied management experience _____

Managing Director _____ responsible for _____ overseeing the growth

Career Highlights

Managing Director

Jul 2002- Present

Director of Operations Staff

Sep 1998-Jun 2002

Process Quality and Training Consultant

Aug 1995-Aug 1998

Financial Planning Manager

Oct 1993-Jul 1995



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Managing Director (July 2002- Present)

Managing Director of a _____ responsible for sales _____
overseeing _____ including financial assurance

Key Initiatives

- Promote _____ products and services
- Direct _____ marketing planning process _____
- _____

Key Accomplishments

- Expanded _____
- _____

Director of Operations Staff, (September 98-June 2002)

Provided leadership and _____, supporting _____
meet overall _____ objectives _____

Key Initiatives

- Led _____ and solutions across all staff functions.
- Increased operational efficiencies _____
- Managed _____. Developed annual business plan
_____ across organizational boundaries by _____
- Provided leadership _____
in a complex and highly competitive environment

Key Accomplishments

- Generated _____

Process Quality and Training Consultant, (August 95-August 98)

Developed and implemented _____ of the quality process to meet
_____ expectations.

Key Initiatives

- Identified key processes _____ reduced costs _____
- Trained internal and external _____

Key Accomplishments

- Directed Training Team to _____
Reduced operational expenses by _____



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Financial Planning Manager, (October 1994- July 1995)

Developed business cases and _____
_____ financial integrity _____

Key Initiatives

- Developed and managed an _____ budget _____ employees and _____ marketing projects.
- Built a _____ income statement and _____. Performed cash flow analysis

Key Accomplishments

- Major projects included: _____ Commitment View, 5-year Value-Based Planning, _____

Awards

- High Achievers, 1991, 1997
- Chairman Quality Award 1995
- Award of Excellence 1998
- Circle of Excellence 2001, 2002
- Employee of the Year 2000
- President's Award 2003

Education and Training

- M.S. in Information Systems, University of...
- B.B.A. in Management, University of
- Public Relations training
- Proficient in Word, Excel, Access, PowerPoint, Front Page, Internet applications
- Fluent in English, French, and Spanish

Community Leadership

- Member, Business Round Table
- Board Member, Charity Foundation
- President, Service Club
- Vice Chair, Children's Charity

