

PROFILE SAMPLES

[Profile / Summary of Qualifications / Executive Summary / Highlights]

Proven executive with over 15 years of experience generating business, P&L management, strategic planning, and operations management of technology firms with up to \$25M in revenues and 50-75 employees. Established track record for producing significant revenue growth, scaling infrastructure, and improving service delivery. Recipient of *Washington Business Journal's* Minority Business Leader and "Top 40 Under 40" Business Leader awards.

Marketing Administration Data Analysis

Analytical, detail-oriented professional with MBA and 20 years of experience in marketing and data analysis. History of excelling in dynamic, deadline-driven environments at two Fortune 500 companies. Recognized for ability to manage outside vendors and mentor junior staff. Returning to work after career break and seeking opportunities in marketing, administration, and data analysis.

Recently certified bookkeeping professional with prior experience as a legal editor and attorney for the U.S. Navy. Eager to transition to field of accounting after career break that included several community leadership roles and editing assignments. Recently completed intensive, 15-week Accounting for Small Business Certificate Program through Merrimack College, including training in general accounting principles, Excel, QuickBooks, and managerial accounting. Strong attention to detail and passion for numbers. Excellent analytical skills as well as verbal and written communication skills.

Accomplished finance professional with 15+ years of experience in financial modeling, financial planning & analysis, budgeting, and decision support. Excels at coordinating with technology organizations and efficiently implementing solutions to complex business problems. Effective liaison, team member, and individual contributor. Expert proficiency in Microsoft Excel. Communication and collaboration skills sharpened by former experience as high school teacher. Known for initiative, adaptability, organizational skills, persistence, and attention to detail.

PROFILE SAMPLES (cont'd)

Administrative professional and motivated team player with excellent computer skills as well as flexibility, confidentiality, sound judgment and attention to detail. Qualifications include 20 years of progressively responsible administrative support experience and 13 years serving as an executive assistant supporting multiple C-Level executives in demanding, fast-paced environments. Commonwealth of Virginia Notary Public. Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint), Google Workspace and calendar and travel management software.

Versatile editor with broad experience at national magazines, including **USA Today**. Worked with high-profile writers and negotiated editorial and integrated marketing partnerships. A decisive and dependable manager of both personnel and projects. Skilled in preparing schedules, meeting deadlines, dealing with budget reductions, and working with high-profile writers and journalists.

“Hands-on” team leader and strategist with 20+ years of experience in commercial real estate acquisition, development, and management. Skilled at assessing risk and creating value across a broad spectrum of equity real estate. Seeking new opportunity to apply top notch management skills in a creative, collaborative start-up environment. Core competencies include:

Asset Management
Development/Redevelopment
Valuation & Risk Management

Investment Management
Acquisition
Joint Ventures/Partnerships