

JANE DOE

PROFESSIONAL TITLE

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PROFESSIONAL PROFILE

The purpose of the professional profile is to give the recruiter a quick overview of your potential, skills, experience and achievements without having to dive into the rest of your resume. The contents of your professional profile will determine if the recruiter will continue reading your resume. The purpose is simple: the reader should be able to tell within a matter of seconds who you are, what your areas of expertise are and how you would add value to the company. So, don't make them guess what you do, tell them!

WORK EXPERIENCE

ENTER YOUR JOB POSITION HERE

Company | Location | 2017-2019

- Don't use too many bullets. Each bullet point should be used wisely by keeping the information necessary and relevant.
- Make it easily readable. Use simple language, resumes can be reviewed by recruiters who may not be familiar with your specific field.
- Be honest. Lying on your resume is never a good idea. You don't want to overstate your achievements or skills. Have confidence in what you have to offer.
- Remember to install all the fonts and restart Microsoft Word. If you have doubts about how to do this, please check the Font Guide.

ENTER YOUR JOB POSITION HERE

Company | Location | 2015-2017

- Executed projects from concept through to completion, including defining goals, concept boards, collaborating with brands and design.
- Delivered a clean aesthetic across internal and external materials, including website, social media channels, presentations and other promotional materials.
- Executed dynamic seasonal print and online catalogs from concept to completion, including merchandising, photography and design.

ENTER YOUR JOB POSITION HERE

Company | Location | 2013-2015

- Managed and designed online and print catalogs project including printing and distribution with budgets of up to \$500.000+ annually.
 - Maintained a 95% satisfaction rating over a 12-month period as a customer care representative.
 - Grew working capital by 25% in 6 months, allowing the company to take advantage of better resources for continued growth.
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EDUCATION

ENTER YOUR DEGREE

University | Location | 2014-2015

ENTER YOUR DEGREE

University | Location | 2010-2013

SKILLS

- | | | |
|----------------------|------------------------|----------------------|
| • Problem solving | • Attention to detail | • Strategic planning |
| • Project management | • Time management | • Critical thinking |
| • Team building | • Verbal communication | • Team building |