First Name LAST NAME

Los Angeles, CA | emailaddress@gmail.com | (949) 123-4567 | www.linkedin.com/in/firstlast

PROFILE

One or two short sentences highlighting a couple of main skills and areas of expertise to showcase your profile. For example: Accomplished recent MBA graduate with 5+ years of **Financial Analysis** seeking to **leverage revenue-maximizing strategies**.

EDUCATION

Master's in Business Administration (MBA), concentration in Business Analytics Expected May 2023
International American University, Los Angeles, CA

Bachelor's of Science in Computer Science May 2021
Name of University, City, State, Country (if other than USA)

PROFESSIONAL EXPERIENCE

Junior Financial Analyst mm/yyyy - current
Company Name | City, State, Country

- Participate in audits of the operating costs resulting in a 10% overall cost reduction through the implementation of inventory management software.
- Conduct financial reporting and data analysis on Excel of monthly and yearly performance.
- Conduct financial analysis and more specifically EBTDA analysis of potential new investments.
- Collaborate with the accounting department to prepare financial statements.

Junior Account Manager mm/yyyy - mm/yyyy
Company Name | City, State, Country

- Exceeded sales quotas by 17% in my first year.
- Increased customer retention by 22% through a CRM transition to Salesforce.
- Maintained a customer satisfaction of 9/10 over the last two years.
- Participated in the training of new sales representatives.
- Collaborated with the marketing department to improve our marketing strategies and campaigns.
- Remained up-to-date on new services and invited customers to diversify.

Marketing Associate mm/yyyy - mm/yyyy
Company Name | City, State, Country

- Increased conversion rate by 6% through redesigned social media campaigns.
- Collaborated with an external agency to improve our SEO management system and ranking.
- Created data-driven campaigns through Influencer Marketing.
- Updated and modernized the company website
- Created new promotional materials to share with the sales team.

SKILLS, CERTIFICATIONS & AWARDS *(OR: SKILLS – SKILLS & CERTIFICATIONS – SKILLS & AWARDS)*

Certifications: Certif Name 1 (Date); Certif Name 2 (Date); Certif Name 3 (Date).
Awards: Top Salesperson of the Year (Date); The President's Volunteer Service Award (Date).
Technical: Microsoft Office Suite (Advanced); Google Workspace (Expert); Salesforce (Intermediate).
Interpersonal: Self-driven; Creative; Cross-department Collaboration; Written & Oral Communication.
Languages: Spanish (Fluent) and Mandarin (Intermediate).

RESUME TEMPLATES

Are you set on using a more creative approach to your resume? Here are some free templates for you to consider. There are many free resume templates available. Be sure to respect the Resume Best Practices even with a different template.

1. Zety: https://zety.com/resume-templates-1
2. Resume Now: https://www.resume-now.com/resume/templates/simple
3. Microsoft Word Resume Templates
4. Google Sheets Resume Templates