

How to Write a Resume

1.

Contact
information

2.

Summary
or objective

3.

Skills or
highlights

4.

Professional
experience

5.

Education
section

6.

Optional
section

Greg Jensen, MBA

Marketing Leader

Email: greg.jensen@me.com
Cell: +1 - 2345 - 123 456 789
LinkedIn: linkedin.com/g.jam

SUMMARY

I'm a marketing, sales, and business development executive with over 13 years of experience working with consumer products and services. I'm currently looking for my next challenging senior level role within which, I would aim to build an enduring contribution toward the overall organization's financial goals and strategic objectives.

HIGHLIGHTS

- **Marketing leadership** - creating and executing integrated marketing programs and sales tools
- **Managing for performance** - delivering substantial revenue growth in highly competitive markets
- **Workable strategies** - managing the design and execution of international marketing strategies

PROFESSIONAL EXPERIENCE

MARKETING MANAGER

TRAVEL RETAIL AMERICAS Inc. / San Francisco, CA

Nov 2018 to present

I was recruited to lead the marketing functions for the Travel Retail America Group's cosmetic brand portfolio. This consisted of the Americans, OI de Peau Beauté, NARS and bareMinerals-branded lines of products.

- Led visual merchandising for all brands to assure brand image consistency and enhance brand DNA.
- Acquired and developed the bareMinerals brand, opened 57 points of sale for growth of 354%
- Achieved 75% growth in retail sales, outperforming the general Americas market.

SENIOR MANAGER, MARKETING-INTERNATIONAL

AMERICAS CORPORATION Inc. / San Francisco, CA

Nov 2002 to Sep 2018

I'm currently responsible for managing the execution of integrated marketing and VM/merchandising programs for the America Group's international markets for the bare Minerals and Buxom brands of beauty products. My focus is on broadening and raising consumer product and brand awareness to drive customer acquisition and sales.

- Creating and executing integrated marketing programs and sales tools to increase market share.
- Organizing and managing cross-functional teams - Creative, Global Brand, Merchandising/Sales.

EDUCATION

MBA (Master Business Administration), Marketing

2009

Interamerican University, Metropolitan Campus, GPA: 3.7, Relevant coursework: (CB, MARK, TQ)

COMMUNITY INVOLVEMENT

COMMUNITY VOLUNTEER - Project Sunshine

- Brings volunteer-led programming to pediatric patients and their families in a variety of medical settings.

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Margaret Riley Dikel, Frances E. Roehm

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Guide to Internet Job Searching, 2002-2003 Margaret Riley Dikel, Frances E. Roehm, 2002-04-22 The essential guide to finding a job online This definitive guide to harnessing the Internet's powerful research capabilities has been thoroughly updated to include the latest online job searching techniques Using Guide to Internet Job Searching 2002 2003 absolutely anyone with access to a computer can immediately conduct a timesaving low cost high impact job search Copublished with the Public Library Association the Guide to Internet Job Searching offers you expert advice on how to find and use online bulletin boards job listings recruiter information discussion groups and resume posting services Its easy to use format and user friendly tone make this an excellent tool if you are an experienced surfer and Internet newbie Includes Local state by state government and international resource listings and opportunities Online career resources Specific career path information Reviews of some of the more popular job listing and recruiting websites Simply the best thing in print on the subject of using the Internet in your job search amazing and breathtakingly thorough covers all the resources available today Richard N Bolles author of What Color Is Your Parachute What Color Is Your Parachute? Guide to Job-Hunting Online, Sixth Edition Mark Emery Bolles, Richard N. Bolles, 2011-05-17 Before you start your Internet job hunt there are some things that you must know like Why are job sites like Monster and CareerBuilder so stunningly ineffective What can you do to make sure your resumes survive the elimination process How do you find the information that search engines like Google can't How can you tell the difference between a genuinely helpful job board and a website designed only to collect resumes When are hobby forums more helpful than business networking sites When is the Internet not helpful when job hunting What is the fatal flaw of all social networking sites The Guide to Job Hunting Online 6th Edition not only answers these questions and many more but shows you how to comprehensively and effectively use the Internet for all aspects of your job hunt This companion to What Color Is Your Parachute the best selling job hunting book in the world has been completely rewritten for our changing times and includes hundreds of updated website recommendations and descriptions The Guide to Job Hunting Online shows you how to quickly find the data that will be most helpful to you how to identify and research the places where you will most enjoy working how to leverage the power of social networking sites and how to use your Internet time most effectively avoiding the common pitfalls and setting you up for success **Discover Your True Career Path: A Guide to Finding Meaningful Work and Achieving Lifelong Success** Denver Randall, 2025-04-17 Are you feeling stuck unfulfilled or uncertain about your career direction Do you long for work that ignites your passion and aligns with your values This book is your roadmap to discovering a fulfilling and meaningful career path This book goes beyond generic career advice providing practical strategies and insightful exercises to help you identify your core values passions and skills explore different career options and industries overcome limiting beliefs and fears create a compelling resume and cover letter and develop a strategic action plan to achieve your career goals Whether you're a recent graduate a seasoned professional considering a

career change or simply feeling unfulfilled in your current role this book offers invaluable guidance and support Filled with real life examples practical tips and actionable steps it equips you with the tools and knowledge needed to navigate the complexities of the job market and design a career that truly resonates with you You deserve a career that brings you joy challenges you and makes a difference This book provides the clarity direction and encouragement you need to take control of your professional destiny and create a future filled with purpose and success Writing Resumes and Cover Letters For

Dummies - Australia / NZ Amanda McCarthy,Kate Southam,2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today s tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it s simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter s attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job *Essentials of Nursing Leadership & Management* Sally A Weiss,Ruth M Tappen,Karen

Grimley,2019-03-29 Transition from student to professional with confidence Stepping out of the classroom and into professional nursing practice can be stressful This handy guide will build your confidence and prepare you to meet the challenges you ll face as a new staff nurse in today s dynamic health care environment You ll explore your future responsibilities as a leader and a manager and the workplace issues and trends that you ll encounter in practice **How to Write a Stellar Executive Resume** Brenda Bernstein,2018-01-02 How to Write a Stellar Executive Resume is a step by step guide that empowers readers to create an effective and stand out from the crowd as a top candidate for an executive position Brenda Bernstein a Certified Executive Resume Master and author of the 1 Bestseller How to Write a Killer LinkedIn Profile shares the tips and tricks she s learned from more than two decades of helping job seekers get connected with the right position Readers will discover The importance of knowing the target audience and how to best connect with them Key social media tips for spreading the word about their skills and experiences Why good ol cover letters are important and how to use them effectively Power verbs to use and words to avoid Samples of successful resumes For many executives conducting a job search it may have been quite a while since they were last looking It s easier than ever to apply for a job and as a result there

s a lot of competition for a limited number of openings There s a lot to learn about the recruiting world we live in and the best ways to use the tools at our disposal This book provides practical proven up to date best practices for creating an effective executive resume that gets results Career Development for Health Professionals Lee Haroun,2015-10-06 Master the skills you need to succeed in the classroom and as a health care professional Filled with tips and strategies Career Development for Health Professionals 4th Edition provides the skills required to achieve four important goals 1 complete your educational program 2 think like a health care professional 3 find the right jobs and 4 attain long term career success This edition includes a new chapter on professionalism and online activities challenging you to apply what you ve learned Written by respected educator Lee Haroun this practical resource helps you maximize your potential and grow into a competent caring well rounded member of the health care team Self paced format with interactive exercises stop and think review and end of chapter quizzes allows you to work through the text independently Conversational easy to read style helps you understand concepts and skills by delivering information in small easily absorbed chunks Chapter objectives and key terms at the beginning of each chapter preview the material to be learned while reading the chapter UPDATED on the job strategies and Success Tips focus on professional certification exams the use of social media general job requirements online classroom learning employment laws and necessary skills and National Health Care Skill Standards Prescriptions for Success and Resume Building Blocks emphasize the importance of a resume and how it is a work in progress from the first day of a student s education Prescription for Success exercises let you apply what you ve learned to on the job situations Useful Spanish Phrases appendix provides a quick reference for translations that will prove valuable in today s workplace Student resources on the Evolve companion website include activities providing a chance to use critical thinking skills and apply content to health care jobs NEW Becoming a Professional chapter defines professionalism as it relates to health care occupations emphasizes its importance and presents examples of professionals in action NEW Full color photos and illustrations bring concepts and health care skills to life NEW case studies offer a real life look into school job search and on the job situations NEW study and job search strategies explain how to study for classes job applications resumes and resume trends guidelines to preparing different types of resumes print scannable plain text and e mail versions protecting against job scams online job searching and preparing for the job interview NEW reference chart on the inside front cover provides an outline to the book s content making it easy to find the information you need **A Foot in the Door** Katharine Hansen,2013-12-04 This empowering and accessible guide shows career rookies how to get a foot in the door and then kick it wide open The revised second edition emphasizes the importance of contemporary social networking such as discussion groups and forums online portfolios and blogging Featuring a list of networking hot spots confidence building advice for the shy or intimidated and a comprehensive guide to informational interviewing A FOOT IN THE DOOR reveals proven strategies that will help those seeking their first real world job land the position they ve been looking for A concrete and practical guide

to the nuts and bolts of networking using a step by step approach geared to recent grads and young career changers Helps young professionals identify who they should connect with Katharine Hansen s books have sold 145 000 copies Reviews Extensive chapters on informational interviewing and Internet networking make this a must have book for job seekers and others trying to connect with people in the workplace Amy Lindgren Syndicated Career Columnist You name it if it deals with networking on any level Katharine Hansen s book covers it This is a book I wish I had written It will help you Marvin Walberg Scrips Howard News Service Syndicated Career Columnist Strand Media Group s Something You Should Know air date TBA The Ferguson Guide to Resumes and Job Hunting Skills Maurene J. Hinds, 2005 Presents a guide to preparing a r sum and conducting a job search including information on looking beyond classified ads creating a r sum writing cover letters and interviewing for positions *Handbook for Social Work Writing* Susan E. Mason, Wendy Zeitlin, 2024-03-28 This concise accessible and engaging handbook offers a companion for social work students to acquire professional and competency based writing skills Written by experienced educators the book builds writing proficiency by introducing a social work based guide to academic writing and professional communication Each chapter addresses a specific area of social work writing and development progressing from coursework and beginning fieldwork to practice based assessments and reports The authors integrate a series of scaffolded activities throughout for readers to cultivate awareness and further technique and with sections explaining contemporary communication methods and common writing challenges readers will be prepared to use technology both to strengthen their writing and to ease the overall process Excellent for use in courses across the social work curriculum and as a personal guide the Handbook for Social Work Writing provides students with on the spot guidance for any type of academic or professional writing assignment **Evolving Internet Reference Resources** William Miller, 2006 Evolving Internet Reference Resources provides both beginning and experienced researchers with a comprehensive overview of the key information sources available online in the humanities sciences and social sciences This invaluable book is your guide to the best free and subscription based Internet sites and services for 26 diverse subject areas including law psychology rhetoric LGBT studies health and medicine engineering Asian studies and computer science Experts in specific areas review Web sites meta sites indexing and abstracting services directories portals databases and blogs for their accessibility and usability saving you valuable time and effort in your search for the best academic research and reference resources on the Web **HHAI 2023: Augmenting Human Intellect** Paul Lukowicz, Sven Mayer, Janin Koch, John Shawe-Taylor, 2023-07-15 Artificial intelligence AI has been much in the news recently with some commentators expressing concern that AI might eventually replace humans But many developments in AI are designed to enhance and supplement the performance of humans rather than replace them and a novel field of study with new approaches and solutions to the development of AI has arisen to focus on this aspect of the technology This book presents the proceedings of HHAi2023 the 2nd International Conference on Hybrid Human Artificial Intelligence held from

26 30 June 2023 in Munich Germany The HHAI international conference series is focused on the study of artificially intelligent systems that cooperate synergistically proactively responsibly and purposefully with humans amplifying rather than replacing human intelligence and invites contributions from various fields including AI human computer interaction the cognitive and social sciences computer science philosophy among others A total of 78 submissions were received for the main conference track and most papers were reviewed by at least three reviewers The overall final acceptance rate was 43% with 14 contributions accepted as full papers 14 as working papers and 6 as extended abstracts The papers presented here cover topics including interactive hybrid agents hybrid intelligence for decision support hybrid intelligence for health and values such as fairness and trust in hybrid intelligence We further accepted 17 posters and 4 demos as well as 8 students to the first HHAI doctoral consortium this year The authors of 4 working papers and 2 doctoral consortium submissions opted for not publishing their submissions to allow a later full submission resulting in a total of 57 papers included in this proceedings Addressing all aspects of AI systems that assist humans and emphasizing the need for adaptive collaborative responsible interactive and human centered artificial intelligence systems which can leverage human strengths and compensate for human weaknesses while considering social ethical and legal considerations the book will be of interest to all those working in the field *Nerdy Nurse's Guide to Technology* Mr. Rohit Manglik,2024-07-30 A practical and engaging resource for nurses integrating technology into care covering apps EHRs telehealth and digital tools to streamline nursing workflows

4 Pillars: Creating a Life on YOUR Terms Geoff Smith,2022-05-21 What does it feel like to create a life on your terms Where your health relationships finances and mindset are all supercharged with positive momentum and intent The 4 Pillars offers a template on how to shape your life towards fulfilment in these areas where you learn to master your health take control of your relationships grow your finances and develop a clear and positive mindset The 4 Pillars is your roadmap to a better life *The Job Tree: Winning Your Next Job* Lee Smith,2021-02-24 Winning a new job can be a challenge Jobs are

changing worldwide Technological change globalization and economic disruptions like recessions all have an impact Workforces are becoming increasingly mobile with frequent job changes This book will help you develop the skills and documents for successful job hunting It provides expert advice resources and support It also helps you develop your resum social media bio and interview skills The book contains step by step guidance and tips on how to handle the complex field of job searching The Job Tree will help you win your next job **An Innovative Approach to Career Counseling** Angie C. Smith,Katherine Peterssen,2023-04-15 Captures the changing landscape of career counseling useful well beyond the classroom Written expressly for career counselors in contemporary practice this accessible text delivers the wisdom and insight of experienced practitioners who bring the core tenets of career development counseling to life with practical applications diverse stories from the field and activities to reinforce knowledge The authors interweave research theory and the challenges of daily practice encompassing both career and mental health considerations and demonstrate proven

strategies for working with varied populations in multiple settings All chapters include learning objectives a warm up exercise and the contributions of experts in each content area Each chapter links subject topics to counseling skills and examines the use of cutting edge technology in career counseling practice along with examples and tips Case studies demonstrating real world applications emphasize ethical dilemmas and highlight diverse approaches clients and settings Chapters also provide key terms and resources for further study and reflective questions and activities in each chapter encourage students to revisit chapter content and apply key concepts Additional resources include information on resume development interview preparation cover letters mock interview scripts and career fair preparation tools Instructors will welcome an Instructor Manual Test Banks Instructor Chapter PowerPoints and Video Podcasts with content experts Additional student resources and worksheets are also available for download Key Features Shares wisdom and real life career related experiences and strategies from practitioners working with varied settings and populations Engages students in their own professional preparation with examples of activities they can use with their future clients Explores the use of the newest technology in career counseling Emphasizes the need for mental health and wellbeing in relation to career counseling Discusses ethical dilemmas faced by career counselors in many settings and how they were successfully resolved Includes reflection activities practitioner perspectives student voices counseling skills connections mindful moments tech tools and more in each chapter

The Employee Recruitment and Retention Handbook Diane Arthur, 2001 Today's best workers are demanding more before signing on and requiring more to stay How does a company find and hang on to great talent Competition for skilled employees is fierce This book provides comprehensive practical advice to employers to get and keep the people they need It covers such vital topics as what workers want including a sense of making a real impact in their jobs and getting learning opportunities why workers leave sometimes just because they can it's so easy to find a new job often because they feel undervalued or bored where they are and what best practice companies are doing to attract and retain the talent necessary to remain competitive Expert Diane Arthur discusses Both traditional and new strategies including a huge array of special incentives and perks Online recruiting via sites like Monster.com or a company's own Web site Successful programs from Cisco Systems Bank of Boston Eli Lilly McDonald's and dozens of other companies including many small firms Competency based recruiting and interviewing contingent workers telecommuting and other alternative work arrangements future trends and more

How to Write & Design a Professional Résumé to Get the Job Dale Mayer, 2008 This book CD ROM guide arms job seekers with advice on writing and formatting different types of resumes and surviving the interview process It tells how to construct a resume in difficult situations such as a recent layoff spotty work history or criminal record and offers tips on specialty resumes for IT professionals self-employed job seekers students executives and military personnel Worksheets case histories examples and a glossary are included The companion CD ROM contains about 30 real life resumes in Microsoft Word format so that readers can edit them to fit their needs

Get A Jump Midwest, 6th Ed

Peterson's, Peterson's Guides Staff, 2004-01-11 This entertaining guide to life after high school gets students started in the right direction whether they choose college the workforce or the military Each of the 6 region specific volumes features entertaining articles quizzes and fun activities Engaging and educational this interactive guide is great for college planning and career exploration Along with state and national scholarship opportunities and advice on campus visits applications and interviews

The American Directory of Writer's Guidelines Stephen Blake Mettee, Michelle Doland, Doris Hall, 2005-12 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributions Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 600 publishers A one of a kind source to browse for article short story poetry and book ideas

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https://crm.avenza.com/data/Resources/HomePages/pocket_bike_user_manual.pdf

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