

Example resume summaries

Summary

- Demonstrated ability to convey technical topics to clients at all levels.
 - Successful history of personnel and project management, training, and effective communication.
 - Exemplary track record of establishing and maintaining productive work environments and relationships.
 - Diverse technical background and skills in many areas of information technology.
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Professional Profile

- Solutions-driven professional with extensive experience in project management and designing/implementing technical solutions for Fortune 1000s.
 - Customer-focused, highly organized self-starter with effective customer-service skills and demonstrated ability to manage technical aspects and pre-sales projects, architect tailor-made customer solutions, build relationships, communicate solution strategy and product offerings, and provide technical expertise, support, and training to sales and customers.
 - Resourceful, creative problem-solver with proven aptitude to analyze and translate complex customer requirements and business problems and design/implement innovative custom solutions.
 - Motivated achiever who exceeds goals, has been promoted regularly, earned highest customer satisfaction rating for the last three years, and has garnered numerous awards.
 - Articulate communicator who can fluently speak the languages of both people and technology, blending technical expertise with exceptional interpersonal skills while interacting effectively with customers, sales staff, and technical/engineering teams.
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QUALIFICATIONS SUMMARY

- Innovative team leader and motivator with strong management skills, along with more than 15 years of supervisory experience within team-oriented style of management that promotes the team's personal development and productivity.
 - Strong communicator who interacts respectfully and effectively with individuals across the spectrum of social and economic backgrounds and cultures.
 - More than 9 years experience in managing government-sponsored programs that have been cited as professional, innovative, and responsive to community's needs.
 - Earned 1999 Career Practitioner of the Year Award in recognition of "demonstrated leadership and exemplary contributions in the areas of employment counselling, program development, professional development of peers, commitment to continuous learning, rehabilitation, facilitation and/or training" by ENET Society (Education and Training for Rehabilitation and Career Practitioners).
 - Volunteer facilitator with United Way Leadership Development Program since 1998, delivering workshops to volunteer boards.
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SUMMARY

- Experienced government-affairs professional and lobbyist with strong background in state government relations, as well as drafting position papers, reports, and lobbying materials.
- Liaison and advocate with proven track record in representing interests to legislature, executive branch, agencies, associations, and coalitions.
- Excellent written and oral communicator, negotiator, problem-solver, and public speaker who effectively coordinates communication activities and multitask in fast-paced, deadlined environment.

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Public Health Examples

Statement of Purpose

To leverage my communications experience in the public health arena by creating programs and media that improve individual and community health.

Summary of Qualifications

- MPH, UNC Gillings School of Global Public Health, December 2009
 - 15 years of experience in broadcast media and communications
 - 5 years of experience in health communications
 - 10 years of experience as a producer for national and cable television
 - Excel at writing, conducting interviews, connecting with people, organizing a body of knowledge into a presentable product
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SKILL SET FROM EXPERIENCE

Project management • data collection • data management and analysis • research methodology • statistical analysis • report writing • oral presentations • grant and proposal writing • nutrition counseling • community assessment • program planning • cultural competence • communication

RESEARCH INTERESTS

Obesity • obesity related co-morbidities • nutrition • aging • body composition • multi-ethnic comparisons • alternative and complementary medicine • longitudinal analysis • clinical trials • food safety and security • outbreak investigations

SUMMARY: Effective in cross-cultural situations and experienced with at-risk populations. Skilled in educational dissemination, qualitative research, monitoring and evaluation, and community organizing. Ability to identify issues, synthesize conclusions into recommendations, and implement action plans. Advanced writing level and exceptional capacity to execute administrative tasks and manage logistics.

QUALIFICATIONS

- HIV pre- and post- test counselor training
 - CITI training completed
 - Atlas TI, Qualtrics, End Design, Publisher, Vista, Microsoft Word, Excel, PowerPoint, Spreadsheet, Graphing, and SAS.
 - Survey coding, editing, data collection, and data analysis.
 - Familiarity with qualitative data gathering methodology including focus group facilitation and interviewing skills
 - Languages: English and Spanish
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SUMMARY OF QUALIFICATIONS

Detail-oriented, resourceful board certified internal medicine physician with international experience, infectious diseases and preventive medicine specialty training, and master's degree in epidemiology with a strong interest in applied public health. Excellent written and oral communication skills. Experienced in performing several types of data analyses. Knowledgeable in the use of Excel and Stata.