

Kate Graduate

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Qualifications

- 3+ years of experience leading design, development and marketing of new products
 - 2+ years of experience in initiating, maintain, and improving business to client relationships
 - Experience analyzing consumer and marketing data to improve user experience and reach new customer segments
 - Proven expertise combining front line knowledge with business strategy initiatives gained through MBA at SPU
 - Completes tasks efficiently and accurately while effectively managing multiple projects at once
 - Multicultural awareness through extensive travel and cross-cultural experiences
 - Excellent organizational skills, able to prioritize and streamline operations
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Technical Skills

Excel (Pivot Tables, V-lookups) | Python, Java, R, C#, Ruby | SQL and MySQL | Big Data | Business Analytics

Education

Master of Business Administration

June 20XX

Seattle Pacific University, Seattle, WA

- GPA 3.4, 3rd place winner of the annual Harriet Stephenson Business Plan Competition

Bachelor of Arts in Economics

June 20XX

Seattle Pacific University, Seattle, WA

- GPA 3.8, Dean's list, Trustees Scholar Award, Ivy Honorary Mortar Board, Beta Gamma Sigma
 - Minor in Business Administration
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Relevant Experience

Sr. Product Manager

June 20XX – Present

Amazon, Seattle, WA

- Analyzed product specifications, customer feedback, and market testing for the development of 4 next generation products
- Accelerated delivery and deployment by 10% from the streamlining of delivery modules. Significantly reduced manual processes by implementing modularity and code reuse
- Reduced costs by \$5 million and enhanced development flexibility to meet market demands by designing and implementing iterative development and delivery mechanisms

Product Manager

September 20XX – June 20XX

- Conducted market need analysis, gathered and studied product plans and services
- Managed team of 7 designers for development cycles of 2 new products and services

Account Manager

August 20XX – July 20XX

Johnson & Johnson, Boston, MA

- Established, maintained, and improved relations with top 30 company clients, adding an additional 20% of annual growth to the company sales portfolio
- Overhauled client-onboarding processes which led to a 30% increase in retention rate of long-term clients, and a growth in annual revenue of 10%
- Recognized as top performing account manager at Johnson & Johnson in 2019

- Spearheaded the creation of new training materials on proper procedures and company SOPs, while also overseeing and coaching a team of 5 account managers

Marketing Coordinator

July 20XX – August 20XX

Blueprint Consulting, Bellevue, WA

- Provided support to Product Marketing team and owned collecting and reporting on marketing program performance data.
- Successfully organized marketing fair attended by over 50 vendors, which resulted in increasing company's clientele by 58%
- Ordered, tracked, and reviewed inventory levels of all marketing and promotional materials valued up to \$50K
- Analyzed the ROI on a total media spend of over \$11 million for 2016 (\$4.8 million) and 2017 (\$6.5 million)
- Extensively used SQL and advanced Excel to fulfill analytical requests, such as identifying areas of revenue growth

Financial Planning Intern

June 20XX – April 20XX

The Smith/Richards Group, Mercer Island, WA

- Collected relevant information from 30+ clients financial networks in order to best advise them
- Created and organized single source tracking systems to ensure accuracy in all tasks
- Maintained an administrative role by professionally scheduling and coordinating over 50 client meetings per month
- Developed custom financial plans, typically including multiple scenarios to achieve financial goals

Student Intern

Summers 20XX – 20XX

Key Technology, Inc., Walla Walla, WA

- Defined bottlenecks in operations and executed the refined plan of action which increased efficiency by 8%
- Coordinated and organized cross functional teams of 5-20 individuals based on customer needs during on-site visits
- Chosen to train new 7 new employees, developed and revised training manual
- Addressed and resolved personnel issues effectively while maintaining a calm and friendly demeanor

Additional Experience

Peer Career Advisor

September 20XX – Present

Center for Career and Calling, Seattle Pacific University, Seattle, WA

- Advise 20+ university students each quarter with career development tools, editing resumes, cover letters
- Deliver high level customer service and maintain strong attention to detail
- Creatively plan, market, and coordinate events ranging from 12-300 people

Cheer Coach Intern

Summer 20XX

Uncharted Waters Sports Ministry, Various Locations, USA

- Worked in teams of 5, learned to perform and persevere through difficult situations
- Prepared daily lessons for teams of 10-30 students and taught sport sessions, developed classroom management
- Acquired flexibility, adaptability, and accountability by living in host homes and experiencing constant change

Volunteer Experience

Group Leader

September 20XX – Present

Bible Study Fellowship, Seattle, WA

- Led a group of 10 weekly in Bible study and group discussions

Volunteer

Summer 20XX

Washington State Trails Association, Seattle, WA

- Coordinated and led 5 work parties that repaired over 10 miles of damaged trails