

[Your Name]

[City, State] | [Email] | [Phone]
LinkedIn: [LinkedIn Profile] | [Other Portfolio/Website, optional]

PROFESSIONAL SUMMARY

[A concise paragraph (2-3 sentences) highlighting your experience, expertise in business administration, and key strengths relevant to corporate jobs.]

EDUCATION

[Degree or Certification]
[Month YYYY] â€“ [Month YYYY]

[University or Institution], [City, State]

PROFESSIONAL EXPERIENCE

[Job Title]
[Month YYYY] â€“ [Month YYYY]

[Company Name], [City, State]

- [Responsibility or achievement #1]
- [Responsibility or achievement #2]
- [Responsibility or achievement #3]

SKILLS

[Skill #1]
[Skill #2]
[Skill #3]
[Skill #4]
[Skill #5]
[Skill #6]

CERTIFICATIONS

[Certification Name]
[Issuing Organization] | [Year]