

Your Full Name

Email: your.email@example.com • Phone: (123) 456-7890 • City, State

LinkedIn: linkedin.com/in/yourprofile • Portfolio: yourwebsite.com

PROFESSIONAL SUMMARY

Results-driven mid-level manager with X+ years of experience leading teams, optimizing processes, and delivering successful projects across [industry/niche]. Demonstrates strong leadership, communication, and analytical skills to build consensus and drive achievement of business goals.

PROFESSIONAL EXPERIENCE

Manager, Department Company Name – City, State | YYYY – Present

Lead a team of [number] professionals to achieve KPIs and business objectives.

Implemented process improvements that increased efficiency by X%.

Collaborated with cross-functional teams to deliver [project/initiative].

Assistant Manager, Department Company Name – City, State | YYYY – YYYY

Supported department manager in day-to-day operations and strategic projects.

Trained and mentored junior staff resulting in improved team performance.

EDUCATION

Bachelor of [Subject], University Name City, State | YYYY

Certifications: [e.g., PMP, Lean Six Sigma, etc.]

KEY SKILLS

Leadership Project Management Process Improvement Strategic Planning Team Building Data Analysis
Communication Budget Management Conflict Resolution [Your technical/tool skills]

ACHIEVEMENTS

Awarded [Name of Award] for outstanding performance in [year].

Successfully led [project or initiative], resulting in [measurable outcome].