

Profile Samples

[PROFILE / QUALIFICATIONS / EXECUTIVE SUMMARY / HIGHLIGHTS]

Proven executive with over 15 years of experience in generating business, P&L management, strategic planning, and operations management. Established track record for producing significant revenue growth, scaling infrastructure, and improving service delivery. Recognized as one of Washington's top business leaders. Recipient of *Washington Business Journal's* Minority Business Leader Award and named "Top 40 Under 40" Business Leader.

Marketing Administration Data Analysis

Analytical, detail-oriented professional with MBA and 20 years experience in marketing and data analysis. History of excelling in dynamic, deadline-driven environments at 2 Fortune 500 companies. Recognized for ability to manage outside vendors and mentor junior staff. Returning to work after career break and open to new opportunities in marketing, administration, and data analysis.

"Hands-on" team leader and strategist with 20+ years experience in commercial real estate acquisition, development, and management. Skilled at assessing risk and creating value across a broad spectrum of equity real estate. Seeking new opportunity to apply top notch management skills in a creative, collaborative start-up environment. Core competencies include:

Asset Management
Development/Redevelopment
Valuation & Risk Management

Investment Management
Acquisition
Joint Ventures/Partnerships

Accomplished finance professional with 15+ years experience in modeling, analysis, decision support, operations and systems development. Excels at coordinating with technology organizations and efficiently implementing solutions to complex business problems. Effective leader, liaison, team member and individual contributor. Proficient with the Microsoft Office suite of products and other analytical tools. Communication and collaboration skills sharpened by experience as an instructor. Known for initiative, adaptability, organizational skills, persistence and attention to detail.



Profile Samples (cont'd)

Exemplary team player and motivated professional with excellent administrative skills, as well as intelligence, flexibility, confidentiality, sound judgment and attention to detail. Qualifications include 20 years of progressively responsible administrative support experience and 13 years as an Executive Assistant supporting multiple, C-Level executives in demanding, fast-paced environments. Commonwealth of Virginia Notary Public. Advanced proficiency in MS Word, Excel, PowerPoint, and calendar/scheduling software.

Versatile editor with broad experience at national magazines, including **USA Today**. Worked with high-profile writers and negotiated editorial and integrated marketing partnerships. A decisive and dependable manager of both personnel and projects; skilled in preparing schedules, meeting deadlines and dealing with budget reductions.

Accounting and operations support professional focused on targeted outcomes in time-sensitive environments, where accuracy and attention to detail is paramount. Exceptional ability to motivate team members to achieve success for top reinsurance companies. Thrives on organizing, following through with commitments, and teaching others how to be successful.