



Resume Samples

ISABELLA DEAN

PROFESSIONAL TITLE

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PROFESSIONAL OVERVIEW

Product Marketing Strategy expert with over 15 years of management experience in B2B and real estate sectors. Highly skilled at communicating and building influential relationships with clients and teams at all levels of the organization. A solution-oriented strategist with a focus on long-term goals and cross-functional collaboration, having the ability to successfully launch, build, and scale brands in competitive industries.

SKILLS

Communication Management	Social Media	Marketing Strategy	Time
Team Management Thinking	Email Marketing	Stress Management	Critical
Problem-solving making	Copywriting	Adaptability	Decision-

WORK EXPERIENCE

Company Name Location	May 2009 - Present
<i>Head of Digital Marketing</i>	Feb 2017 - Present

- Add Skills section, it is so important; it will help a lot in case they use ATS (applicant tracking system); carefully read the job description and add relevant skills, both soft and technical skills
- You should carefully read the job description and pay attention to what format is required; if they ask for Word, they use ATS; if there's no requirement then send your resume as PDF

- It is true that your resume should be 1-2 pages but if you have a lot of experience and many results, don't limit yourself; write everything down; I'm always here for you if you need tips, advice, help

Digital Marketing Specialist

May 2009 - Feb 2017

- Achievements: It is not enough to say what you've done; your achievements matter the most; please check the Resume Writing guide for instructions
- Make these points easy to read and easy to understand; use action verbs and show them that you are the action person they need; write your achievements and results, use metrics
- Don't hesitate to showcase the responsibilities you had that weren't on your job description; they will think that you have initiative and you're open to developing yourself

Company Name | Location

April 2007 - May 2009

Sales Team Leader

- Read the job description and be sure to add the most frequent keywords; it will increase your ATS
- Showcase your accomplishments, they will ask questions from your resume during the interview; you need to be able to give details about everything you've written on your resume
- Write at least 3 bullet points under each job; as a recruiter, it is weird when you see a candidate with 1-year experience at a company but has only 1 bullet point; what have you done all that time?

ISABELLA HARBER

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EXPERIENCE

HOMENICK, BOYER AND GRIMES

08/2019 – present

Chicago, IL // *Military Officer*

- Prior Military experience as a NCO or Warrant Officer
- Certified Military Instructor courses
- Knowledge of Networking Functionality
- Knowledge of international security issues, foreign affairs, and national security institutions, roles, and responsibilities
- Provide support to Surface Type Commander Readiness Evaluations and will work closely with the Type Commander Material Inspection Team
- Provide training and material assessments on Main Battery Gun Weapons Systems (MK 86, MK 160, MK 38), Mounts, Small Arms and Magazines to include MK 41 VLS on equipped platforms

HEATHCOTE-YUNDT

10/2012 – 06/2019

Chicago, IL // *Military Officer*

- Be versatile in conducting inspections of armories and magazines to include sprinkler testing
- Work directly with ships force in planning and prioritizing maintenance actions, which will lead to material improvement
- Provide written assessments of material condition, crew knowledge, and Weapon Systems readiness, in support of INSURV preparation progress to the ship and the individual ships chain of comm
- Make recommendations for providing additional assistance if needed and participate in post-INSURV events to capture Lessons Learned and process issues in order to improve combat readiness

EDUCATION

RHODE ISLAND SCHOOL OF DESIGN

University in Military

SKILLS

- Experience working with the Servicemembers Civil Relief Act and/or Military Lending Act regulations
- Experience processing account maintenance on bank systems
- Experience working in politically dynamic/charged environment is of significant advantage and will be a distinct benefit to the successful applicant
- Willingness to regularly work challenging projects that require bridge-building, strategy development and execution, change management, milestone conformance, and waterfront community stakeholder analysis to maximize support provided to the surface force is critical
- Intermediate computer & MS Office skills

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Professional Summary

Maintenance Coordinator • Foreman • Mechanical Specialist • Success Advisor • Root Cause Analyst
14+ Years of Excellence in Welding • Pipe Work • Construction • Landscaping • Relationship Building

Expert Communicator with 14+ years of Experience dedicated to Development and extensive Involvement in all Levels of Relationship Building, Mentoring, and increasing Business Revenue. Merging a background of Industrial and Mechanical Maintenance through Data and Strategies that align with Goals and Trends.

Key Skills and Competencies

Cross Functional Projects • Meticulously Organized • Data Visualization & Analysis • Forecasting • Hazard Assessments • Workforce Effectiveness • Action Oriented • Record Verification • Welding • Delegation of Tasks • Risk Analysis • Interpretive Skills • Data Confidentiality • Growth and Trends Construction • Strategic Planning • Pipe Fitting • Risk Management • Safety Regulations • Training

Career Highlights

Operational Specialist - Certified for driving Heavy Equipment, Rescue, LOTO and CPR/First Aid
Key Contributor - Welding, Pipe Fitting, Mechanical and Industrial Maintenance, 14+ years of Experience
Coordinator - rose through the Ranks to supervised Teams of 4 to 25 members, executed Payroll

Professional Experience

Foreman - Maintenance and Mechanical

Acme Mechanical, Atlanta, GA

December 2009 to March 2023

Leadership

- Supervised a Team of 4 to 25 Mechanics and Maintenance Personnel - Repair and Maintenance
- Trained and mentored Junior Mechanics, improving their Technical skills and Safety Awareness

- Conducted regular Safety Inspections and implemented Corrective Actions to prevent Accidents
- Managed up to 25-Member Crew, with CPR/First Aid, Confined Space Rescue, LOTO Certification

Workforce Effectiveness

- Developed and implemented a Preventive Maintenance Program, reducing Equipment downtime
- Coordinated to schedule Equipment Maintenance and Repairs, minimizing disruption to Schedules
- Maintained accurate Records of Maintenance and Repair Activities; compliance with Safety Regulations
- Collaborated with Vendors and Suppliers to source and purchase replacement Parts and Equipment

Advanced Skills

- 7+ years of experience in Heavy Machinery Maintenance, including Homogenizers and Heat Exchangers
- Proficient in Mig Welding and some Stick Welding
- Skilled in operating various Lifts such as Scissor Lifts, Cherry Pickers and more
- Experienced in Construction and Concrete work, grading Gravel, cutting Trees and Digging Holes

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Education

Notre Dame High School, Macon, GA - High School Diploma

College Prep 3 Seals

Forklifts License

CPR and First Aid Certified

Certified Rescue for Confined Spaces

LOTO Certified

Leadership

Fosters Positive Influence within Local Community - Coach

- Mentors and coaches Players on and off the Field, assisting with Game Plans and Play Calling
- Trains and develops coaching and sports Programs to improve Player Performance

Areas of Expertise

Quality Assurance, Budget Control, Materials Handling, Employee Planning, Facility Management
Safety Awareness, Staff Training & Mentoring, Business Logistics, Fulfillment Operations

14+ Years, *Welding, Pipe Work, Construction, Landscaping, Relationship Building*

Technical Skills

Proficient in MS Office Suite, Google Workspace, Web-Based Tools, Computer Literacy