name and credentials

City/State | Phone Number| professional email address

LinkedIn Address

**OBJECTIVE: Organizational Development and Consulting**

***10+ Years of Leadership, Management, and OD Experience Within Respected Institutions***

Organizational development and consulting professional proven in leading large departments and administrating multimillion-dollar budgets. …(example)

**CORE COMPETENCIES (these are examples and keywords.)**

Strategic Planning & Execution Innovative & Forward Thinking

Program Administration & Deployment Staff Training & Evaluation

Organizational Vision Budget Development & Administration

Consulting and Needs Assessment Change Management & Process Improvement

Educational Program & Curriculum Design Quality Customer Service & Support

**Technical:** MS Office Suite,Microsoft Outlook, Camtasia Studio, Canvas LMS, Google Chrome, Salesforce, Oracle, Banner, Right Now!, NiVino, Zoom, Adobe Breeze, WebEx

**SIGNATURE ACHIEVEMENTS (add 3 to 4 achievements)**

* **Budget Administrator:** Sharp financial and business acumen, demonstrated in building and administrating budgets valued at up to $144M. Exceeded departmental retention objectives for 18 consecutive sessions at 100%+ above target.

**PROFESSIONAL EXPERIENCE**

Organization, City and State

**Title and Date**

Be sure that you are specific with your job details. Recruiters like it when you use numbers and statistics- if you own a budget, tell them. I was responsible for $24M with a team of 100.

* Enhanced customer service, increasing growth by average of 10% with 7% reduction in attrition.
* Consistently produced Net Promoter Score (NPS) of 51% with a continuous growth of 4%.

**EDUCATION & CREDENTIALS**

***Credentials***

**EXECUTIVE ENGAGEMENTS**

Member, Organizational Change Management

Member & Peer Reviewer, Academy of Management