

EXAMPLE RÉSUMÉ #2

Donna K. Email / Phone Number / Location	
<p>SUMMARY OF EXPERTISE</p> <p>I am a vibrant, warm leader, and I am passionate about activating people to bring their fullest selves to their work. With over 20 years of experience across the nonprofit, corporate, and entrepreneurial sectors, I bring a unique blend of legal experience and an expansive, heart-centered consciousness with focus on operations, communications, human resources and fundraising. Throughout my work, I practice a facilitative leadership style geared toward maximizing collaboration. I am committed to learning and growing with others to help make our world better. Selected career accomplishments include:</p> <p>Implementing systems and strategy</p> <ul style="list-style-type: none"> Maximize individual and team contributions by bringing complex information and processes to life, making them accessible for a wide range of staff. At Rethink Environment, I develop program management tools that help the team prioritize work, track resources, and track progress on key projects, resulting in increased morale and more effective collaboration. <p>Building and strengthening teams</p> <ul style="list-style-type: none"> Design through performance evaluation. I am to gain a deep understanding of what motivates people so they are empowered to bring forth their original and best creative ideas. Develop, train, supervise, and motivated dozens of staff and consultants at Rethink Environment, building a workforce that successfully led a website and fundraising strategy. <p>PROFESSIONAL EXPERIENCE</p> <p>Director of Operations, Rethink Environment (New York, NY) 2013-present</p> <p>Member of the board and general manager of an environmental organization. Oversee human resources, marketing and communications, information technology and legal.</p> <ul style="list-style-type: none"> Build and strengthen internal operational capacity activating a diverse staff of over 200 people and the general staff through regular training, regular meetings, and empowerment opportunities. In support of a 2009H operating budget, collaborate with finance, sales, and registration teams to maximize grant management. Develop and lead a 6-figure fund-raising campaign for organizational capital and resources. Through iterative and collaborative approaches, developed a comprehensive and legally compliant employee handbook through an inquiry into labor laws and impact of the workplace. 	<p>Director of Marketing, Centred Retreat Center (Ithaca, NY) 2008-2013</p> <p>Lead staff and marketing program for the first retreat center community, 20,000 guests annually.</p> <ul style="list-style-type: none"> Worked closely with program staff to develop and oversee marketing and outreach. Produced annual program catalog and seasonal tramas distributed to over 30,000 households. Managed internal communications and external public relations. Edited grants and program reports. <p>Traveler Year Ahead (Vancouver, Canada, Brazil, Argentina) 2007-2008</p> <p>Spent a year planning and traveling around the globe. Granted for the advancement and the opportunity to explore different people and cultures. Look to my blog.</p> <p>Entrepreneurial Chef, Palatine (Boston, MA) 2005-2007</p> <p>Founded a home-based catering service, employing a team of people and food to meet the needs of churches, businesses, and high-profile events.</p> <ul style="list-style-type: none"> Conducted research and marketing to establish a business plan and client base for over 50 hotels. Managed client relations and services, including menu planning, food selection, and preparation. <p>Corporate Associate, Emergen Associates (Boston, MA) 1998-2005</p> <p>Responsible general management of individual clients, public and private corporations, and nonprofit organizations.</p> <ul style="list-style-type: none"> Analyzed, drafted, and negotiated contracts, employee benefit plans, and legal opinions. Researched state and federal tax, regulatory and general corporate laws. Designed teaching materials and coordinated classes of training sessions for large state and local clients, resulting in a number of clients. <p>VOLUNTEER AND COMMUNITY INVOLVEMENT</p> <p>Contributing Writer, Wash Life Magazine 2008</p> <p>Conducts research and writes articles on urban agriculture with a circulation of 10,000. Contributed articles on food justice, general gardening, and urban design.</p> <ul style="list-style-type: none"> Edited feature interviews with the Gates and Anne Lebowitz, among others. <p>CONTINUING EDUCATION</p> <p>Continued Research Accounting, Fiscal Management Associates, New York, 2009</p> <p>COMPUTER SKILLS</p> <p>MS Office Suite, Adobe Creative Suite, Salesforce, WordPress, Google Drive, Mailchimp, Slack</p> <p>EDUCATION</p> <p> earned Bachelor of Science degree from the School of Arts, 1998 Bachelor of Arts, Colgate University, 1996.</p>

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SUMMARY OF EXPERTISE

I am a vibrant, warm leader, and I am passionate about activating people to bring their fullest selves to their work. With over 20 years of experience across the nonprofit, corporate, and entrepreneurial sectors, I bring a unique blend of legal experience and an expansive, heart-centered consciousness with a focus on operations, communications, human resources, and fundraising. Throughout my work, I practice a facilitative leadership style geared toward maximizing collaboration. I am committed to learning and growing with others to help make our world better. Selected career accomplishments include:

Implementing systems and strategy

- I maximize individual and team contributions by bringing complex information and processes to life, making them accessible for a wide range of staff.
- At Rethink Environment, I develop project management tools that helps the team prioritize work and track progress on key projects, resulting in increased morale and more effective collaboration.

Include your contact information so that it is easily accessible. You don't have to include your full address; rather note your city or town.

Select a résumé format that highlights your unique value, strengths, and style. In Donna's case, she decided to showcase her unique value in a "Summary of Expertise" as an alternate option to a tagline.

If you use subjective language like "warm" or "vibrant," make sure that you provide concrete examples, either in the rest of your Summary of Expertise or in the body of your résumé. No matter what, choose language that feels authentic to you.

Maximizing communication

- I align messaging with core institutional values, expand brand awareness, increase program participation, and meet and exceed fundraising and earned revenue goals.
- I partnered with the development department at Centered Retreat Center to successfully launch a year-end giving campaign that raised more than \$500,000 and brought in ten new large donors.

Building and strengthening talent

- From hiring through performance evaluation, I aim to gain a deep understanding of what motivates people so they can be empowered to bring forth their unique value and create the greatest impact.
- I hired, trained, supervised, and mentored dozens of staff and consultants at Centered Retreat Center, building a unified team that successfully led a website and rebranding strategy.

PROFESSIONAL EXPERIENCE

Director of Operations, Rethink Environment (New York, NY) 2013–present

Member of the senior management team of an internationally recognized environmental organization. Oversee human resources, marketing and communications, information technology, and legal.

- Build and strengthen internal operations by activating a diverse staff of over 300 people around the globe at staff meetings, regular trainings, and semiannual offsite gatherings.
- In support of a \$100M operating budget, collaborate with finance, sales, and registration teams to maximize program revenues.
- Helped develop a strategic plan that revamped the organization’s vision and mission.
- Through iterative and collaborative processes, revamped a comprehensive and legally compliant employee handbook through an equity lens to ensure safety and respect in the workplace.

Director of Marketing, Centered Retreat Center (Ithaca, NY) 2008–2013

A summary sentence allows you to shape your own narrative and helps readers get an immediate sense of your skills and experience. After you’ve described your primary role and/or accomplishments, you might want to explain the organization’s mission if it adds clarity for the reader.

Led staff and teams at a year-round New York retreat center attended by 20,000 guests annually.

- Worked closely with program staff to develop and oversee marketing and outreach.
- Produced annual program catalog and seasonal mailers distributed to over 30,000 households.
- Managed internal communications and external public relations. Edited grants and program reports.

**Traveler, Year Abroad
(Vietnam, Cambodia, Brazil, Argentina) 2007–2008**

Spent a year traveling visiting farmers' markets around the globe. Grateful for the adventure and the opportunity to explore different people and cultures.

[Link to my blog.](#)

**Entrepreneurial Chef, Palatable
(Boston, MA) 2005–2007**

Founded an in-home personal chef service, applying a love of people and food to inspire the palates of omnivores, herbivores, and hungry people of all ages.

- Conducted research and marketing to establish a business plan and client base for over 50 families.
- Managed client relations and services, including menu planning, food selection, and preparation.

**Corporate Associate, Evergreen Associates
(Boston, MA) 1998–2005**

Provided general legal counsel to individual clients, public and private corporations, and nonprofit organizations.

- Analyzed, drafted, and negotiated contracts, employee benefit plans, and legal opinions.
- Researched state and federal tax, bankruptcy, and general corporate laws.
- Designed teaching materials and conducted dozens of training sessions for legal service clinic students, reaching hundreds of people.

**VOLUNTEER and COMMUNITY INVOLVEMENT
Contributing Writer, Wash Life Magazine 2008**

- Contributed to editorial content for an urban magazine with a circulation of 115,000. Edited articles on topics including environmentalism, food and wine, gardening, and urban design.
- Edited feature interviews with Ina Garten and Annie Leibovitz, among others.

This is an example of how to narrate a gap in employment, especially if you want to highlight a specific skill and the experience you gained.

It's okay to include links to your LinkedIn profile, personal websites, portfolios, and/or blogs, as long as the content is appropriate. Here, Donna wanted to highlight her writing.

CONTINUING EDUCATION

Certified Nonprofit Accounting, Fiscal Management Associates, New York, 2019

COMPUTER SKILLS

MS Office Suite, Adobe Creative Suite, Salesforce, WordPress, Google Drive, Mailchimp, Slack

EDUCATION

Juris Doctor, Drexel University School of Law, 1998
Bachelor of Arts, Colgate University, 1996

Common résumé questions

- ✓ **Should I have a functional or chronological résumé?** Use a combination of the two. A purely functional résumé, organized by skill set, can be difficult to follow, and a chronological format doesn't allow you to direct your narrative. You'll want a chronological format with your most recent experience first and you can use the bullet points to highlight the skills that you want to demonstrate.
- ✓ **How much should I customize my résumé?** As we mentioned, you'll want a résumé that you customize slightly, by adding in key words and reordering bullets in your work experience rather than creating a new résumé each time you apply for a job.
- ✓ **What is the ideal length?** One-page résumés are still fairly common, but typically a 2–3 page résumé is often necessary if you have a few years of work experience. Sectors and industries have different standards for how much you share; for example, jobs in education usually require a complete CV and page count doesn't matter.
- ✓ **How do I show my impact?** You'll want to use a mix of qualitative and quantitative metrics to paint a vivid picture of your contribution, depending on the nature of your work. Steer away from just listing the responsibilities in your job description. It's often difficult to show impact without 2–3 lines per bullet.