

THE 30-MINUTE RESUME

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DON GEORGEVICH

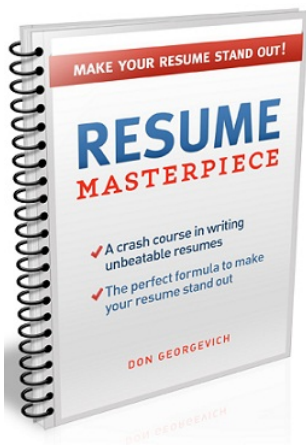
WELCOME TO THE “30-MINUTE RESUME”

ALL SUCCESSFUL RESUMES HAVE...

An employment objective.
This statement, generally at the top of your resume signals to an employer the type of job you are seeking.

Below your objective is a good place to list off your amazing accomplishments.

Below is a link to the Resume Masterpiece, just in case you need step-by-step instructions to write your resume from scratch.



Download the Resume Masterpiece

GET STARTED RIGHT AWAY

This guide includes 5 of my VERY best resume templates, taken right from the [Resume Masterpiece](#). You can just replace the sample text with your own for a clean, professional resume that's certain to impress. Of course, you'll need to make appropriate adjustments to job titles, work experience, and company names – that goes without saying.

The 30-Minute Resume is intended to show you what a resume should look like when its done.

If you need specific help, and step-by-step instructions to create your resume, then I would encourage you to download the Resume Masterpiece. Inside the Resume Masterpiece, you'll learn how to create a resume from scratch or improve the one you have right now.



This PDF guide includes 5 sample Templates with links to the original **Microsoft Word version** on the last page of this guide.

Think a resume that looks this good is hard to create?

Think again!

Q: How can you match the formatting?

A: All of the text formatting you see in these samples is just a click away!

Q: What if you want to use different colors or fonts?

A: No problem! On the Design tab in Word, explore the Themes, Colors, and Fonts galleries for a wide range of looks. Then just click to apply one you like.

“Use bullets to highlight your important achievements.”

GET THE PICTURE

Now it's your turn to review these sample resume templates. Once you see what a successful resume looks like, you can begin creating your own.

Keep in mind that resumes don't need to look pretty, they just need to be well-written and nicely formatted, so it's easy for someone to read.

That's it! Have fun creating your resume.

EXECUTIVE TEMPLATE

Bruce Kennedy

911 Rainier St. • Seattle, WA 98525 • 601-858-2251 • brucek@msn.com

OBJECTIVE: Seeking an executive management position in the retail food industry

SUMMARY

- Executive with global retail food and beverage Fortune 500 company with leadership experience in U.S., Canada, Asia, Europe and Latin America.
- Diverse leadership experience across multiple disciplines: focus in operations management, strategy, M&A, finance & planning, and business development.
- Demonstrated ability in attainment of company's short and long term financial and business objectives through revenue growth and strategic partnerships.

EXPERIENCE

Starbucks Coffee Company

1995 – present

Vice-president, partner development, strategic acquisitions 2010 – present

- Management for all aspects of operations & relationship management, commercial oversight and finance for ten countries in Asia Pacific.
- Strong focus on providing business strategy and operations advisory leadership to joint venture and license partners.
- Led resolution of business and contractual disputes between company and license partners.
- Management of Treasury, capital, IT, asset protection and legal functions.
- Achieved compounded growth in revenues and operating contributions over 34% while in region.
- Restructured operations in Australian business resulting in consolidation of existing business (70% of existing stores closed) and new equity ownership model developed.

Director of Corporate Development

2005 – 2007

- Led negotiations and overall project engagement with international partners to achieve new business partnerships.
- Increased shareholder value through leading acquisition of Hawaii licensee, the largest transaction in company history.
- Developed market entry plan for India. Led equity partner selection process and formation of joint venture.
- Developed global licensing framework and terms to leverage existing U.S. partnerships and extended relationships into international markets.

Director of Finance

2002 – 2004

- Managed all aspects of operational and strategic financial and commercial consulting for Latin America region.
- Development of market recovery plan for Puerto Rico.
- Negotiated re-purchase of Chile licensee definitive agreements.
- Established new Latin American region and opened five new markets with compounded annual growth of sales in excess of 54%.

Director of Corporate Development Finance

2000 – 2002

- Led international partners in developing strategic business and financial plans for international markets.
- Establish first partnership in Latin America, Argentina, Brazil and Chile.
- Led cross-functional project teams and external negotiations for new market start-up and existing market acquisitions with cumulative values over \$150M.

Commercial Manager, United Kingdom

1998 – 2000

- Completed the integration of acquired coffee company for Starbucks entry to Europe.
- Developed scalable support model to develop 50-100 new stores per annum.
- Led all planning processes: strategic, annual operational planning, quarterly forecasting, and financial evaluation of new site acquisitions as well as existing site conversions.
- Developed licensing strategy for continental Europe; equity frameworks, commercial terms, partner selection criteria and sequencing.

Manager of Finance, U.S. retail

1995 – 1998

- Established field finance support structure for U.S. company-owned operations where field finance leaders are seen as key commercial advisors to division general managers.
- Led all field planning processes, including integration into overall North American consolidated commitments.
- Established new strategic retail store formats for use in company-owned stores. Plans were adopted and additional store formats represent a significant contribution to business.
- As initial member of finance team to support Starbucks U.S. retail business, helped deliver compounded annual growth in excess of 20% and 35% in revenues.

Financial Analyst, Wendy's Old Fashioned Hamburgers

1992 – 1995

- Managed construction and ongoing performance monitoring, of detailed store and department level budgets for business unit.
- Developed and provided training seminars for U.S. single and multi-unit franchisees in developing stronger understanding of financial aspects of business.

EDUCATION

University of Washington, Bachelor's Degree, Business Administration (honors)

FINANCE TEMPLATE

William Schultz

503 Green Ave. • Kernersville, NC 27510 • 334-451-2036 • wschultz@msn.com

OBJECTIVE: Director of Finance in manufacturing

SUMMARY

- 15 years of financial leadership experience with Wuerth-Group.
- Comprehensive experience in critical corporate financial functions, including accounting, budgeting, reporting, planning and analysis, and internal controls.
- Strategic and Financial Planning
- Budgeting / Forecasting / Reporting
- Sarbanes-Oxley Compliance

PROFESSIONAL EXPERIENCE

Director of Finance, GRASS AMERICA, Inc. – Kernersville, NC 2005 to 2015

Senior Finance Executive with P&L and balance sheet responsibility for Grass America, Inc. with \$60M in annual revenue. Directed strategic planning and capital investment planning.

- Improved margins on products 12% by instituting accountability within operations, improving efficiencies and leveraging Company's buying power.
- Improved results by \$300k by outsourcing purchases of low value parts.
- Improved cash flow 17% by optimizing inventory and delivery performance

Vice President, WUERTH-GROUP – Kuenz, Germany 1992 to 2005

- Improved Corporate Financial Planning and Analysis to increase quality and productivity.
- Organized World Headquarters annual budgeting conference for all subsidiaries with same staff while conference size increased by 104 %.
- Organized Wuerth's board meetings in form and content (3 to 4 per year).
- Designed and implemented Wuerth's enterprise knowledge management system.
- Presided annually on topics such as Risk Management, Strategy, Balanced Scorecard, Financial Planning and Analysis, Budgeting, Forecasting.
- Designed and implemented company specific risk management system similar to Sarbanes-Oxley.
- Developed and introduced Balanced Scorecard to improve strategic initiatives.
- Expanded sales force of Wood International Division to meet Wuerth standard of 24 % of sales growth.
- Increased Gross Profit margin of Wood International Division 3% over two years.
- Implemented a Management Information System to increase financial analysis.
- Designed, developed and implemented Wuerth's financial reporting system.

EDUCATION

M.B.A in Finance, Christian-Albrechts University – Kiel, Germany 1991

LANGUAGES: German and English

INFORMATION TECHNOLOGY TEMPLATE

Meg Brown

9821 Mountain View Dr. • Atlanta, GA 95013 • 918-632-0467 • mbrown@gmail.com

OBJECTIVE: Seeking a software engineering position with a CRM provider

PROFESSIONAL SUMMARY

- Senior Software Engineer with over twenty 20 years experience designing, developing, integrating and supporting applications.
- Documented success in software and user interfaces, implementation of fundamental changes to major software configuration and management of database systems.
- Documented success in integrating corporate wide information sources.

TECHNICAL EXPERTISE

- OS: AIX, Microsoft Windows, SunOS/Solaris, UNIX (kernel/shell), LINUX/BSD.
- Programming Languages: Shell, C / C++, Curses, GUI, Java, SQL, PL/SQL, PERL, Python, XSLT, ProC.
- Databases: Oracle, Sybase, Informix, MS SQL/MYSQL, PostgreSQL, SQL*Loader, SQL*Plus, FoxPro
- Applications: Banking Electronic Transfer, Installment Loans, Scientific, Industrial, Mortgage Loans, General Accounting, Electronic Mail, Web Servers, Security, Warehouse, Industries, Banking, Government

PROFESSIONAL EXPERIENCE

Software Engineer - RED PRAIRIE, Atlanta, GA 2008 - 2016

- Customization of an industry leading warehouse management and traffic management system utilizing C, C++, C#, Java, Oracle and Solaris.
- Involved with performing user customizations for a variety of Red Prairie's clients, both on site and remotely.
- Position also involved learning and use of two internal "custom" languages.

Software Engineer - PREMIER HEALTHCARE NETWORK, Charlotte, NC 2008 - 2008

- Updating of a custom built data transformation tool (similar to ETL engines) written in C & C++, with Oracle Pro*C database interfaces.
- Updated the error validation routines based on user specifications and developed unique system testing methods.

Software Engineer - WELLS FARGO BANK, Minneapolis, MN 2007 - 2007

- Developed an in-house Extract-Transform-Load (ETL) engine, written in PERL, using XML data requests, with an Oracle database on AIX.

Software Engineer - WACHOVIA BANK, Charlotte, NC 2006 - 2007

- Updated and developed new code for an investment data warehouse written in a mix of Sybase SQL and PERL.
- Designed a Sybase backend database using Solaris and Tidal's Sysadmiral.

Software Engineer - REUTERS IT, St. Paul, MN 2004 - 2006

- Updated and developed new code and reports for an extensive, time-dependent fixed income pricing system used to price the bond market for Reuters using C / C++, Awk, PERL, Shell, Autosys, Sybase.
- Developed a pricing system that generated prices for the various bond markets around the world and delivered the calculated prices in a variety of formats to a large number of customers.

Independent Consultant - BALTIMORE AIRCOIL, Baltimore, MD 2004 - 2004

- Designed and developed custom conversion package used to convert orders between custom software (using flat files) and PeopleSoft (using XML).
- Customized software to allow the end users to change formats on the input and output files by just editing configuration files.

Lead Applications Developer - RANDOM HOUSE, Westminster, MD 2000 - 2004

- Performed full time support of existing Transportation Management (TM) system.
- Served as key point of contact for launch of a new TM system, which included the conversion of data from original system.
- Developed a custom Windows client to access an Oracle database back-end.
- Supported Warehouse Management (WM) system, including customization and full 24x7 support.
- Customized systems to better meet user needs and provided enterprise integration between WM, EDI, and TM systems.

EDUCATION

B.S., Chemistry, University of North Carolina

Completed many Oracle University courses.

MANAGEMENT TEMPLATE

Amy Windsor

67401 Madera Rd. • Simi Valley, CA 94034 • 408-201-3512 • awindsor@yahoo.com

OBJECTIVE: Seeking management position within the communications and media industry.

EXPERIENCE

Director of Product Strategy, 2007, Present - YAHOO! INC.

- Increased PPC revenue 27% annually through product strategy improvements.
- Increased Yahoo Jobs newsletter advertising revenue 34% by increasing advertiser awareness to publisher-facing products and solutions.
- Define and execute go-to-market strategy and approach for key product launches.
- Develop business cases for product go-no-go decisions.
- Develop marketplace segmentation and assessment, including competitive landscape analysis.
- Identified \$100M in productivity improvements that improved ROI 34%.

Director, Vertical and Solutions Marketing, 2005 – 2007, ADOBE SYSTEMS, INC.

- Increased annual sales 17% by developing and executing a marketing strategy across all products for Adobe's Vertical and Solutions Marketing Team.
- Increased government sales 24% by creating and implementing a go-to-market strategy for specific publisher marketing verticals.
- Led cross-functional Marketing Team, representing all marketing functions.
- Created an unique marketing approach specifically targeted towards Enterprise and small to medium business customers that boosted commercial sales 43% for publisher products.

Director, Marketing, 2000 – 2005, SIEBEL SYSTEMS, INC.

- Built 3X Pipeline for the Communications, Media, and Energy business that increased annual sales 23%.
- Led development and execution of a marketing strategy for \$300M Communications, Media, and Energy Business Unit.
- Built Communications, Media, and Energy Customer References.
- Drove over \$300M in annual Partner-Associated Siebel license revenue through joint pipeline development and field engagement with key partners.
- Recruited and managed a portfolio of over 250 Technology Partners.
- Developed and executed field and corporate marketing campaigns, managing over \$15M in annual Marketing funds.
- Promoted to Director of Marketing within six months of joining the company.
- Redesigned consumer understanding and product development processes for leading US consumer products manufacturer.
- Led a major engagement targeting strategic sourcing opportunities of \$600M for Fortune 200 companies.
- Defined an Internet Marketing strategy for a new business development portfolio of Fortune 500 technology-intensive manufacturer.

Additional work experience

Principal, BOOZ ALLEN & HAMILTON, San Francisco, CA, 1992-1999
Associate, Global Finance, GOLDMAN SACHS & CO, New York, NY, 1988 - 1992
Brand Management Associate, PROCTER & GAMBLE CHINA, LTD., 1984 - 1988

EDUCATION

M.B.A., Stanford Graduate School of Business, Stanford, CA
B.A. in biochemistry, Harvard College, Cambridge, MA 3.7 GPA
Deans List four years in a row.

Awards: Harvard College Scholarship, Zeph Stewart Citizenship Award, Paul Dudley White Fellowship,
National Institute of Health Student Research Award

Co-authored four publications related to marketing research.
Fluent in Mandarin and conversant in French.
Guest Lecturer at Beijing University.

TEACHING TEMPLATE

Sharon Metzger

61429 Portland Rd. • Decatur, GA 30241 • 674-536-6014 • smetzger@aol.com

OBJECTIVE: Elementary or Middle School Assistant Principal

EXPERIENCE

Mathematics Chairperson – Dekalb County School District

1997 – Present

Plan, direct and monitor the goals and procedures of the Mathematics Department. Developed an environment that encourages open communication with colleagues, students, and the community. Mentor educators in the creation and implementation of class instruction, lesson plans, and student assessment in conjunction with state learning regulations.

- Increased school wide student performance mathematics 17% by training teachers to move towards implementing a standards-based classroom.
- Decreased number of Level 1-mathematics students from 30% to 17% by creating and utilizing effective level one plans for students not meeting CRCT standards.
- Raised Level 3 performance of students from 12% to 25% on the CRCT in mathematics by increasing awareness through Vertical Teaming and improved lesson plans.
- Reduced eighth grade retention rate from 150 to 105 students by facilitating the Countdown to the CRCT Saturday school program.
- Exceeded AMO Target of 58.3% by 25% through the “Teach One, Teach All Plan.”
- Enhanced “best teaching practices” by applying for and receiving a GAE grant.
- Strengthened professional development for teachers by securing funds for the entire mathematics department to attend the Rock Eagle Math Fair.
- Increased parental involvement in the educational setting at parent/teacher conferences by implementing Student-Led conferences.
- Evaluated the execution of instructional procedures of all mathematics teachers by performing observations using the Georgia Teacher Observation Instrument.
- Created and utilized functional student portfolios that provided effective and appropriate teacher commentary to improve student achievement.

WORK HISTORY

Dekalb Count School District, Decatur, GA 8th Grade Mathematics & Science Teacher – Stephenson Middle School	2003 – Present
Dekalb Count School District, Decatur, GA 8th Grade Gifted Mathematics Teacher – Lincoln Park Academy	2000 – 2003
Dekalb Count School District, Decatur, GA College Prep Mathematics Adjunct Instructor – Mueller Campus	2000 – 2003
Dekalb Count School District, Decatur, GA 8th Advanced Algebra Teacher – Teague Middle School	1997 – 2000
Dekalb Count School District, Decatur, GA	1982 – 1997

8th Grade Gifted Mathematics Teacher – Stephenson Middle School	1997 – 1999
Remedial Education Mathematics Teacher – Peachtree Middle School	1988 – 1997
Remedial Education Mathematics Teacher – Columbia High School	1984 – 1986
ST. Lucie County School. District, Ft. Pierce, FL	1982 – 1984
10th Grade Remedial Mathematics Teacher – Green High School	

EDUCATION

Cambridge College; Masters of Education in Educational Leadership, August 2006

Independent Learning Project: Enhancing Mathematical Performance Through The Successful Implementation of a Mathematics Center for Personalized Learning.

AWARDS

- 2006 Teacher of the Year – Stephenson Middle School
- Who's Who Among America's Teachers, 1988 and 2006
- 2006 Stephenson Middle School Honors Day Closing Remarks
- 2005 GAE Best Practices Scholarship Winner
- Successful Vertical Teaming Recognition
- EOCT 100% Passing Rate, 2004
- Outstanding Teacher Recognition Article, Atlanta Journal and Constitution, August 1998

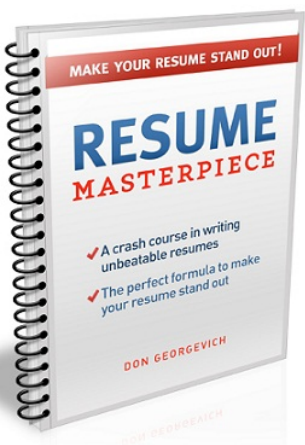
- Member, Georgia Middle School Association
- Member, Georgia Council Teachers of Mathematics
- Member, National Council Teachers of Mathematics
- Member, Organization of DeKalb Educators

ALL SUCCESSFUL RESUMES HAVE...

An employment objective. This statement, generally at the top of your resume signals to an employer the type of job you are seeking.

Below your objective is a good place to list off your amazing accomplishments.

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EXECUTIVE RESUME

[Executive sample on Google Docs](#)

INFORMATION TECHNOLOGY RESUME

[Information Technology on Google Docs](#)

FINANCE RESUME

[Finance on Google Docs](#)

TEACHING RESUME

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MANAGEMENT RESUME

[Management on Google Docs](#)