

Summary of Qualifications

A Summary of Qualifications statement can be used in place of an Objective Statement. It provides the job seeker with a more powerful marketing tool to ensure the employer sees the job seeker's most impressive skills and experiences. The statement is typically 3-5 bullet points in length or a short paragraph. Some words of caution: Summary statements MUST:

- Highlight skills/experiences that are relevant in the eyes of your future employer
- Avoid personal pronouns
- Be clear and concise

Below are examples of Summary of Qualifications statements from ND alumni.

PROFILE

Experienced Leader with increasing domestic and international General Management accountability including Corporate Operations, Manufacturing, Marketing / Sales, and Engineering

- A strong team builder and leader that enjoys the challenge of acquisitions and integrations, organizational restructuring and turnaround, product development or expansion, and taking projects from concept through to completion
- Hands-on, customer oriented manager with strong capabilities in forming and implementing innovative and creative strategies, and dedicated to the principle of continuous improvement

SUMMARY

Senior Human Resources Professional, with demonstrated strengths that include assessing organizational needs, setting strategic direction, and implementing initiatives that enhance corporate performance, at an expanding company. Expertise includes: Staffing, Employee Relations, Succession Planning, Consulting, Union Avoidance, Negotiating, Problem Solving, Strategic Thinking, Management/Employee Development, Performance Coaching, Conflict Resolution, Team Building, Instructing - Workshop Facilitation. Trained in EEO/ADA Law, AAP Writing and Investigating Sexual Harassment complaints.

SUMMARY OF QUALIFICATIONS

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- Diverse sales and management experience and a willingness to improve
 - Track record of superior performance through above-quota results
 - Ability to create new and maximize existing accounts by analyzing company needs
 - Produce results in fast paced environments by adapting and implementing new strategies
 - Team oriented leader who motivates members to exceed expectations
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EXECUTIVE PROFILE

Customer-focused senior business leader with significant global P&L experience. Track record in building European and domestic business teams that increased market share, profitability and quality performance. Accomplished in strategic planning/implementation, product development and planning, marketing, acquisition analysis and integration and Total Quality Management (TQM). Strong analytical, presentation and communication skills.

Financial Executive with twenty-seven years of diversified experience as a Senior Audit Partner with Deloitte & Touche and as CEO of a boutique Investment Banking firm working with Fortune 500 companies, large foreign-based corporations, and middle market domestic companies. Industry experience includes consumer products, retail, wholesale, transportation and logistics, manufacturing, hi-tech, service companies, and investment companies. Strong interpersonal, analytical, and technical skills.

AREAS OF EXPERTISE

Application of GAAP	Due Diligence	Large Multi-national Businesses
Acquisition Financing	Globalization	Practice Management
Business Planning Processes	Risk Management	International Accounting Standards
Mergers & Acquisitions	SEC Filings	Process Redesign

SUMMARY

Customer-centered executive with diverse financial service experience in institutional business development and project management. Demonstrates cross-functional expertise by coordinating department's marketing and sales efforts with the firm's information technology and analytical research groups. Team leader who thrives under pressure and utilizes excellent analytical, problem-solving, and verbal/written communication skills. Exhibits exceptional record of delivering value-added risk management solutions to sophisticated money managers.