DON’T FORGET TO ADD YOUR PICTURE!!!

**YOUR NAME HERE**

Phone Number ● Location, CA ● template@gmail.com

**Applying for:** Shore Excursions Manager

**EXPERIENCE**

**Academic Director** Jan. 2017 - Present

Sample University | Location, ST

Coordinated all business development for ***3 university locations*** in Place, Place and Place with ***400+ students***. Directly influence growth of existing student base by developing strong relationships with funders and feeder organizations, and cultivating domestic and international student enrollment...

Key Accomplishments: *(to add if you have outstanding achievements/metrics)*

* + Significantly increased student enrollment year-over-year and doubled university international enrollment in under 3 years
  + Directed university operations to receive ***#1 ranking*** in student ...

**Energy Trader**  Nov. 2014 - Dec. 2016

Sample Company | Location, ST *(this would be a standard description to show just bullet points with no bold/italics/summary)*

* + Oversaw risk of energy portfolio containing up to $1.3MM of hourly exposure through effective asset optimization, physical natural gas trading, and power trading
  + Collaborated with Business Development team in evaluating and analyzing potential investment opportunities
  + Evaluated ongoing market fundamentals and potential economic, equipment, and ...

**District Manager** June 2010 - July 2014

Sample Company | Location, Country

* + Guided team to ***1st of 10 districts*** *(bold certain metrics if metrics are important in your area of work)*in market share growth, exceeding each sales goal for sales of animal health products
  + ***Reversed underperformance*** of district by managing out underperforming representatives, identifying and hiring top talent, and motivating the team through frequent communication, coaching, and strategic direction
  + Expanded District’s market share growth from ***29th to 1st*** among all districts ...

**Program Analyst II** Aug. 2008 - May 2010

Sample Company | Location, ST

Facilitated day-to-day help desk operations including ticket prioritization, tracking, and timely resolution, as well as technical support to 300+ staff, 200+ faculty, and 5,000+ students for ...

Key Responsibilities: *(to add if you want to include a brief summary and then bullet points but don’t have “achievements”)*

* + Operated complex hardware, software, and network problems to accurately resolve issues, and prepare reports summarizing and analyzing the issues….

**EDUCATION**

**Santa Sample College** | Bachelor of Science in Computer Science Expected Dec. 2018

* *President*, Tech Teach Society; *Volunteer*, Humane Society

**SKILLS**

WAN, LAN, VPN, TCP/IP, DNS, VLANS | OS X | Windows | iOS | Android | Javascript | Junos OS | Juniper Switches