

Full Name

[Street, City, State, Zip] | [Phone] [Email Address]

PRESIDENT AND CEO

■ Career Summary

Proven track record in revitalizing unsuccessful businesses.

Expert in strategic planning and implementation – Guiding and directing an enterprise through substantial change management utilizing strong and effective strategic leadership.

Functional Skill Areas

Strategic Planning | Entrepreneurial Leadership | Business Development
Revenue Growth | Organizational Change | M&A | Executive Development |
Matrix Management.

Areas of Impact

Able to oversee all functions of the company concurrently, while assisting the board in carrying out important governing functions.

Well-versed in various fields including marketing, cost management, and capital raising.

Objective Statement – Seeking company requiring bold and competent leadership, bringing years of professional experience to facilitate operations, maximize revenue and productivity, and ensure strong future growth.

Professional Record

TAS Company Ithaca, NY 2002 – Present

President / CEO

Employed strong leadership skills to ensure efficient and effective utilization of corporate resources; provided the latest up-to-date market information to staff and members.

Directed and assisted the board in carrying out important functions such as strategic planning, and advised board members on various matters; coordinated

with other board members to establish various company mission and vision statements, in addition to effective methods to achieve equilibrium between both.

Planned, directed and controlled all functions of the company; monitored and evaluated the performance of different departments.

Ensured that the firm developed a positive image in the market and offered the best products/services to the general public; monitored different marketing procedures and ensured that they were profitable for the firm.

Supervised all fundraising programs of the firm and assisted in planning several strategies.

Key Achievements:

Significantly improved the quality of inter- and intra-departmental communications, and made the processes more efficient.

Maximized profitability by streamlining operations and reducing unnecessary costs.

Raised \$[X] in capital and efficiently allocated it to the appropriate operational areas.

Education & Qualifications

University of Saint Thomas – School of Business	1993 – 1995
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Master of Business Administration (MBA), Business Administration

University of Minnesota-Twin Cities	1988 – 1990
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Bachelors of Science, Business Administration