**YOUR NAME**

email | phone | personalized LinkedIn link

Target role title/function .

*Your value add .*

**Professional Summary Placeholder:** This is where your **Professional Summary** will go. **Leave this section for last**—once you've refined your experience, it will be much easier to craft a compelling introduction. Your summary should be **tailored to the job description**, highlighting your expertise in a way that aligns with the role. This is a great place to incorporate **keywords from the job posting** to optimize for Applicant Tracking Systems (ATS) and ensure your resume gets noticed. **Using AI to tailor your summary to different job descriptions can be a quick and effective way to customize your application!**

***Areas of Expertise / Leadership Expertise / Core Competencies:***

Strategic Planning | Financial Analysis | Market Analysis | Consumer Behavior | Advertising Strategy | Strategic Communications Public Relations | Business Modeling | Project Management | Stakeholder Engagement | Process Improvement

Operations Management | Competitive Strategy | Concept-to-Launch | Program Design & Implementation | Negotiation

Human Resource Strategy | KPI Development | Crisis Management | Data Analysis | Cross-functional Collaboration

Team Leadership | Client Relationship Management | Sustainability & ESG Strategy | Public Speaking & Presentations

PROFESSIONAL EXPERIENCE

COMPANY / ORGANIZATION NAME, Santo Domingo, Dominican Republic

**Project Manager** 11/2019 – 11/2020

Directed teams of 30+ people in executing cross-industry CSR projects and professional development programs for clients including MLB, New York Mets, USAID, and Dream Project. Managed proposal submissions and field investigations on socioeconomic impacts of informal baseball sector per directive of U.S. Ambassador to DR, Robin Bernstein. Oversaw internship program, including analysis of child marriage for USAID initiative expansion in Dominican Republic. Managed language training program for U.S. Embassy. Advised on sustainability model development for $24M USAID at-risk youth initiative.

* Secured $46K contracts with MLB teams for U.S.-accredited alternative high school program, complying with graduation requirements critical for multi-million-dollar contracts.
* Championed transition of 3 high school program to virtual format to maintain contract continuity and client satisfaction.
* Developed corporate partnerships across Latin America, Caribbean, and West Africa, co-authoring proposals for $76M in funding for economic development and violence prevention initiatives.
* Led crisis management strategy implementation during COVID-19 pandemic, achieving 85% client retention.

COMPANY / ORGANIZATION NAME, City, State or Country

**Your Role/ Title, Division / Department / Team** Start date – End date

* High impact result bullet 1
* High impact result bullet 2
* High impact result bullet 3
* High impact result bullet 4

COMPANY / ORGANIZATION NAME, City, State or Country

**Your Role/ Title, Division / Department / Team** Start date – End date

* High impact result bullet 1
* High impact result bullet 2
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* High impact result bullet 4

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* High impact result bullet 2
* High impact result bullet 3
* High impact result bullet 4

*Prior Experience*: ORGANIZATION NAME, City, State or Country | **Role/ Title** 00/0000 – 00/0000

ORGANIZATION NAME, City, State or Country | **Role/ Title** 00/0000 – 00/0000

ORGANIZATION NAME, City, State or Country | **Role/ Title** 00/0000 – 00/0000

PROJECTS

\*\* **Early Career Professionals:** If you have limited formal work experience but have participated in programs, fellowships, or significant projects, this is the perfect space to showcase that experience. Highlight the impact of your contributions and structure your bullet points just as you would for a traditional role.

PROJECT NAME, Where project was carried out (University, Program Name, etc)

**Your Role in the Project**  Start date – End date

PROJECT NAME, Where project was carried out (University, Program Name, etc)

**Your Role in the Project**  Start date – End date

Project Summary & Impact

EDUCATION & CERTIFICATIONS

UNIVERSITY NAME, Specific School Name If Applicable, City, State | **MBA, Strategy, Leadership, Finance** 05/2024

UNIVERSITY NAME, City, State | **BA, International Studies; BA, Spanish** 05/2015

*Certifications:*

Certification Name (date) | Certification Name (date) | Certification Name (date)