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## SAMPLE RESUME



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# Professional Profile of I. M. Sample

## PROFESSIONAL SUMMARY

Results-driven Information Systems executive with proven record of success in both domestic and international initiatives. Experience in delivering complex technology and systems integration projects. Recognized as a leader with strong planning, organization, and implementation skills. Former positions include Director of Program Management within a \$30 million division of XYZ company and CIO within a \$5 billion ABC Company. Have managed teams of up to 135 people and budgets of \$35 million.

**QUALIFICATIONS FOR POSITION OF .....** (each resume must be customized to the position. This section is one way to do that. Ensure that any dot point listed here can also be found elsewhere in the resume.)

- Dot Point 1
- Dot point 2
- Dot point 3
- Dot Point 4
- Dot Point 5

## PROFESSIONAL HISTORY

**ABC Company**, Southfield, Michigan 2012 – Present  
A large international manufacturing company with 32 offices globally and \$5 billion in sales.

**Chief Information Officer** 2014 - Present  
Reporting to the company President, responsible for all information technology activities throughout the company. Annual budget of \$45M and a staff of 175.

Significant accomplishments:

- First accomplishment (PAR Format)
- Second accomplishment (PAR Format)
- Third Accomplishment (PAR Format)

**Director of Applications Development** 2012 - 2014  
Reporting to the CIO responsible for an application development team of 55 and an annual budget of \$15M. The applications development team was responsible for all manufacturing, accounting, finance, HR and marketing systems across the company

Significant accomplishments:

- First accomplishment (PAR Format)
- Second accomplishment (PAR Format)
- Third Accomplishment (PAR Format)

**Director of Applications Development**

# Professional Profile of I. M. Sample

**ABC Manufacturing Systems**, Somewhere, Michigan

2004 - 2012

Manufacturing Division of the \$10 billion consulting, systems integration and outsourcing company. With 6000 employees in 25 countries.

**Director, Information Systems**

2008-2012

Responsible for all systems implementation for 25 locations in the United States and Canada. Managed a team of 135 people and an annual budget of \$37 million. Also responsible for developing the organization's structure, strategic growth plans, and all operational policies and procedures and working with cross-functional teams to ensure that IT resources were providing the most effective and comprehensive services possible.

Significant accomplishments:

- Developed technology infrastructure and project methodologies to support the company's expansion into the Germany including support for the initial \$25 million investment. Resultant infrastructure and methodologies produced and produced an incremental profit of \$3 million.
- Developed the first IT Strategic Plan resulting in a significant improvement between IT and the business units producing an overall performance of the IT services as measured by a 40% increase in overall customer satisfaction.
- Third accomplishment

**Manager Systems Development**

2004 - 2008

Significant accomplishments:

- To improved inventory accuracy and reduce overall costs, implemented a new MRP system resulting in an inventory accuracy increase of by 25% and a increase in inventory turn rate of 50%.
- Second accomplishment
- Third accomplishment

**Another Big Manufacturing Company**, Southfield, Michigan

1997-2004

Another Big Manufacturing Company is a \$1.5B engineering and manufacturing company with 5000 employees in 14 countries.

**Senior IT Executive**

Managed the global information technology activity and implemented strategic planning world-wide; managed all IT related acquisition/divestiture activities; managed all IT capital expenditures; and installed initial technology infrastructure within several operating units in North America, Scandinavia, Europe, and Japan. Responsible for an annual budget of \$14 million and a global staff of 145.

**Other Positions:**

**ABC**, Troy, Michigan

1992-1997

As **Manager, Information Systems**, led the establishment of the local infrastructure to support consolidation of 2 manufacturing facilities, and resulting application systems support.

# Professional Profile of I. M. Sample

**GHI**, Dearborn, Michigan

1988 - 1992

Joined the company as a College Graduate Trainee, in an entry-level programming position and progressed to hold a Senior Systems Analyst position responsible for multiple assembly plant-based systems, including MRP.

## EDUCATION

XYZ University

- Bachelor of Engineering with a major in computer science 1968
- President, Senior Class
- 4.9 GPA

## RECOGNITIONS/AWARDS/OTHER

Received ABC Company achievement award

President of Detroit Chapter of SIM, 2004 - 2006

Chairman of Annual Kidney Foundation Golf Outing – raised \$70,000