

JOHN DOE

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NEW ORLEANS, LA 70118

234.343.1234

HIGHLIGHTS OF QUALIFICATIONS

- More than four years developing strategies and proposals for new product developments
- Extensive experience conducting research, writing, and presenting
- Led various initiatives in corporate strategic planning

PROFESSIONAL ACCOMPLISHMENTS

- **Sales:** As a salesman at Hamilton Inc, persuaded decision makers within the government and business sectors to use our marketing software; managed 10 accounts worth \$3m
- **Research & Development:** Wrote, in collaboration with others, a novel essay which identifies the antibodies' ability to bind to live, intact tumor cells. Published in Journal of American Medical Association (JAMA) April 2003.
- **Presentation Skills:** At Abcott Institute, responsible for conducting regular corporate updates to executives on sector performance; promoted to sector manager after second year
- **Product Development:** Developed long-standing relationships with clients that ultimately increased firm revenue by 10% over three years (Hamilton, Inc.)
- **Public Relations:** Handled media relations, explaining the organization's positions on current issues (Learning Resource Center)

EDUCATION

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE, LONDON, UK

Master of Business Administration, 1995-1997

- Focused on organizational structural and finance

TULANE UNIVERSITY, NEW ORLEANS, LA

Bachelor of Arts, Phi Beta Kappa, May 1990

Double Major: Economics and International Relations

Minor in Spanish

- Grade Point Average: 3.94/4.0
- Dean's Honors Scholarship (full-tuition)
- R.C. Reed Scholar's Award (Best All-Around Academic Performance in Tulane College)

COMMUNITY SERVICE

- Participated in Youth Leadership Boston, a group dedicated to the development of leadership skills through various programming activities.
- Coordinated activities for the local community food drive.

EMPLOYMENT HISTORY

- Sales Coordinator. Abcott Institute. 1990-1995.
- Research Specialist. Learning Resource Center. 1986-1988.
- Salesman. Hamilton, Inc. 1980-1982.