

# How to Write a Resume

1.

Contact  
information

2.

Summary  
or objective

3.

Skills or  
highlights

4.

Professional  
experience

5.

Education  
section

6.

Optional  
section

**Greg Jensen, MBA**  
Marketing Leader

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Cell: +1 - 2543-123-456 789  
LinkedIn: [linkedin.com/g\\_jen](https://www.linkedin.com/g_jen)

## SUMMARY

I'm a marketing, sales, and business development executive with over 15 years of experience working with consumer products and services. I'm currently looking for my next challenging senior-level role within which I would aim to build an enduring contribution toward the overall organization's financial goals and strategic objectives.

## HIGHLIGHTS

- **Marketing leadership** - creating and executing integrated marketing programs and sales tools.
- **Managing for performance** - delivering substantial revenue growth in highly competitive markets.
- **Workable strategies** - managing the design and execution of international marketing strategies.

## PROFESSIONAL EXPERIENCE

### MARKETING MANAGER

TRAVEL RETAIL AMERICAS Inc. / San Francisco, CA

Nov 2018 to present

I was recruited to lead the marketing functions for the Travel Retail Americas Group's cosmetic brand portfolio. This consisted of the Shiseido, Clé de Peau Beauté, KILAS and bareMinerals branded lines of products.

- Led visual merchandising for all brands to assure brand image consistency and enhance brand DNA.
- Acquired and developed the bareMinerals brand, opened 37 points of sale for growth of 344%.
- Achieved 1% growth in retail sales, outperforming the general Americas market.

### SENIOR MANAGER, MARKETING-INTERNATIONAL

AMERICAS CORPORATION Inc. / San Francisco, CA

Nov 2012 to Sep 2018

I'm currently responsible for managing the execution of integrated marketing and VM/merchandising programs for the Shiseido Group's international markets for the bare Minerals and Suqin brands of beauty products. My focus is on broadening and raising consumer product and brand awareness to drive customer acquisition and sales.

- Creating and executing integrated marketing programs and sales tools to increase market share.
- Organizing and managing cross-functional teams - Creative, Global Brand, Merchandising/Sales.

## EDUCATION

MBA (Master Business Administration), Marketing

2010

Interamerican University, Metropolitan Campus, GPA: 3.7, Relevant coursework: (CB, SA&N, TC)

## COMMUNITY INVOLVEMENT

COMMUNITY VOLUNTEER - Project Sunshine

- Group volunteer-led programming to pediatric patients and their families in a variety of medical settings.



# How To Write A Resume

**M Woodhall**



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**How to Write a Resume and Get a Job** Luis Cortes,2007-05-14 How To Write A R sum And Get A Job Finding a job can be nerve racking It s hard to know even where to begin Where are jobs listed What skills do you need How can you make your r sum stand out A job hunt involves many unspoken rules that can t be broken and it s easy to unknowingly hurt your chances In How to Write a R sum and Get a Job the Reverend Luis Cort s Jr supplies you with the necessary information for securing a promising job He will lead you through every step from searching and applying to negotiating for a better salary asking for benefits and enjoying your success A job isn t everything but it is your key to a better future Following Cort s s guidance ensures that your search will be a successful one

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overcome New for 2015 The second edition has been revised and expanded to include up to date information about trends in resume writing and job hunting including 2 new chapters about writing applicant tracking system ATS optimized resumes

**Not a 20 Minute Resume Guide** This book is not for people who want to knock out a resume in 20 minutes It is a meticulous step by step guide through each phase in the resume writing process It shows you how to structure each section write compelling statements and make smart decisions about content to highlight your individual strengths and minimize weaknesses Thoughtfully completing the tasks in this book will take time but it will be time well spent In the end you will have a winning resume that is perfect for your needs and structured to show you at your best

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