

YOU R. NAME

Local Address: City, ST Zip

Phone Email

Comment [P1]: All Caps, 18 pt.

Comment [P2]: Arial or Times New Roma, 10 -12 pt. hereafter

Comment [P3]: Your outgoing message should be professional.

Comment [P4]: List your personal email that is professional.

Comment [P5]: List the city and state if it is not already evident in the University/College name,

Comment [P6]: Arts or Science

Comment [P7]: Only if greater than 3.0

Comment [P8]: When changing industries, highlight relevant coursework.

**EDUCATION**

The University of Texas at San Antonio

Master of Business Administration in \_\_\_\_\_, GPA: 3.25 Expected Graduation: 2010

**Relevant Coursework**

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The University of Texas at Dallas

Bachelor of Business Administration in Marketing, GPA: 3.3

May 2003

**EXPERIENCE**

Director of Global Business Development

ACME International, LLC, San Antonio, TX

June 2006 – present

- Responsible for the oversight of a nine-member business development team assigned to the state of Texas
- Define sales objectives to include the development of ten-year projections
- Develop international relationships in Asia and Latin America
- Administer organization's \$10M Corporate Giving Fund
- Organize trade missions with foreign embassies and host foreign dignitaries to build strategic international relationships

**Job Title**

Organization, City, ST

Time Frame

Job Title – Organization – City, SA

Time Frame

- Identify specific accomplishments and the impact it had on the organization, quantify whenever possible.
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Comment [P9]: Alternate entry, if space allows. Be consistent with the style.

**PROFESSIONAL ASSOCIATIONS AND RECOGNITIONS**

- San Antonio Society of the Advancement of Business Professionals  
Vice President 2007
- Organization, position held or recognition received Time Frame

**SKILLS AND CERTIFICATIONS**

- NASBITE Certified Global Business Professional 2003
- Linguistic, software or professional certification

Comment [P10]: Identify the year you received your certification.