**Ima Bronco**

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**EXECUTIVE SUMMARY**

This section is a summary of you and your qualifications, somewhat tailored to the job you are targeting. Keep this section to around 5 lines of sentences. Content should include what kind of job or function you aspire towards; why you are qualified for this job; and what value you bring. You should describe your personal traits and/or point out specific experiences that are relevant to the job, then finish off with a list of 6-8 core competencies (examples below).

|  |  |
| --- | --- |
| * Managing Global Teams
 | * Acquisitions Integrations & Divestitures
 |
| * Operations & General Management
 | * Building Capability (XaaS)
 |
| * Change Management
 | * Enterprise Solutions (ERP)
 |

**TECHNICAL SKILLS**

*(Optional – category examples are below,**customize for your particular skills & expertise; recommend 1 line per category)*

**Programming Languages:** Mauris pellentesque. Ut convallis. Pellentesque id nulla. Morbi eget sem quis leo laore

**Tools:** Ut nonummy eros vel pede. Proin id erat. Quisque lorem dolor, tincidunt

**Analytics:** Duis pede. Phasellus ante justo, consectetuer ac, malesuada

**PROFESSIONAL EXPERIENCE**

*(8-10 years most recent experience.* *Use full years (not months) if your job duration is more than 24 months, ie: 20YY-20XX)*

**XYZ, Inc. -** City, State  **20XX – Present**

**Current Job Title**(Month Year – Present)

*(Describe your job function and responsibilities. Keep it to 2 to 3 short lines. Below this description you should list 2 to 4 bullets to highlight key accomplishments or achievements, as well as successful projects/assignments beyond the normal day-to-day job. Use quantified benefits/results, when possible. Keep each bullet to no more than 2 lines each)*

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Etiam posuere sapien in ante dee per sed quis dis iaculis, quam vel aliquam ullamcorper, leo ante consequat velit, semper ultricies mauris neque.

* Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Etiam posuere sapien in ante. Duis iaculis, quam vel aliquam ullamcorper, leo ante consequat velit, semper ultricies
* Curabitur neque. Nullam eu nulla. Nulla eu massa. In aliquet, ligula et molestie adipiscing, odio leo dictum odio, eget luctus augue magna vitae metus. Pellentesque augue mauris, blandit vel, vestibulum
* Nulla eu massa. In aliquet, ligula et molestie adipiscing, odio leo dictum odio, eget luctus XX% to YY%

**Previous Job Title at Same Company**(Month Year – Month Year)

*(Describe your job function and responsibilities. Keep it to 2 to 3 short lines. Below this description you should list 2 to 4 bullets to highlight key accomplishments or achievements, as well as successful projects/assignments beyond the normal day-to-day job. Use quantified benefits/results, when possible. Keep each bullet to no more than 2 lines each)*

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Etiam posuere sapien. Fin nequsse dia.

* Curabitur neque. Nullam eu nulla. Nulla eu massa. In aliquet, ligula et molestie adipiscing, odio leo dictum odio, eget luctus augue magna vitae metus. Pellentesque augue mauris, blandit vel, vestibulum $XXX
* Nulla eu massa. In aliquet, ligula et molestie adipiscing, odio leo dictum odio aliquam ullamcorper, leo ante consequat

**ABC Company –** City, State/Country (if not USA) **Month 20YY – Month 20XX**

**Job Title**

*(Describe your job function and responsibilities. Keep it to 2 to 3 short lines. Below this description you should list 2 to 4 bullets to highlight key accomplishments or achievements, as well as successful projects/assignments beyond the normal day-to-day job. Use quantified benefits/results, when possible. Keep each bullet to no more than 2 lines each)*

Etiam posuere sapien fin nequsse dia Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Etiam posuere sapien in ante dee per sed quis.

* Curabitur neque. Nullam eu nulla. Nulla eu massa. In aliquet, ligula et molestie adipiscing, odio leo dictum odio
* Nulla eu massa. In aliquet, ligula et molestie adipiscing, odio leo dictum odio aliquam ullamcorper, leo ante consequat
* Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Etiam posuere sapien in ante. Duis iaculis, quam vel aliquam ullamcorper, leo ante consequat velit, semper ultricies

**ADDITIONAL WORK EXPERIENCE**

*(Optional - include prior jobs/companies older than 10 years, if relevant. Do not include dates)*

**ACME International**  **-** City, State/Country (if not USA)

**Last job title, department name**

**Independent Consultant -** City, State/Country (if not USA)

*(Description of consultancy, area of expertise, key clients, etc. No more than 2 lines)*

Tad litora torquent per conubia nostra, per inceptos hymenaeos. Etiam posuere sapien in ante. Duis iaculis, quam vel aliquam ullamcorper, leo ante per inceptos hymenaeos. Etiam posuere sapien in ante.

**EDUCATION**

*(Include honors attained, e.g. Dean’s List, Phi Beth Kappa, Magna Cum Laude, etc)*

**Executive MBA Candidate, Santa Clara University,** Santa Clara, CA – Expected Graduation Month Year

**Bachelor’s Degree Major, University Name, Honors,** City, State – YYYY (optional)

**ADDITIONAL INFORMATION**

(*Sample subheadings are below, for your reference. Your activities/content may warrant its own subheading*)

**Associations:** Preunum, conubia nostra, inceptos hymenaeos

**Professional Development / Certificates:** Tad litora torquent per conubia nostra, per inceptos torquent

**Interests / Hobbies:** Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos

**Community Service:** Tad litora torquent per conubia nostra, per inceptos torquent

**Recognition / Awards:** Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos

**Other skills:** *(e.g.: fluency in multiple languages, former profession/trade expertise, competitive athlete, etc)*