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Objective To be a Leader and Team Member for an outstanding organization where employees are passionate about coming to work every day to earn their customers' respect and business.

Comment [ks1]: No need for an "objective" at the CEO level. Further, this objective is unfocused and written in "first person."

- Professional Skills**
- Proven ability to build and sustain relationships with customers based on competence, trust and respect.
 - Superior project management skills and group facilitation skills.
 - Strong oral, written and interpersonal communication skills.
 - Solid strategic thinking, multi-tasking and organizational skills.
 - Effective in defining and solving problems using good analytical decision-making skills.
 - Visionary, good listener and driven by results.
 - Proven ability to lead, direct and execute responsibilities to meet and exceed customer expectations.

Comment [ks2]: These professional skills are not what typifies a CEO.

Experience Hood Company, Inc., Cedar Rapids, IA 2006 to Present

Chief Executive Officer

- Responsible for overall operations and management of the activities in all departments.
- Responsible for implementation and coordination of a company-wide safety program.
- Responsible for serving as the System Administrator for the computer operations at all company locations.

Comment [ks3]: No spacing between any of the job titles / descriptions on the client's version, which makes it difficult to read.

Comment [ks4]: Passive voice – and he starts each bullet with the same thing.

Comment [ks5]: Why would being a "system administrator" be important to a CEO?

Country Company, Anytown, SD 2002 to 2006

Chief Financial Officer

- Directed corporate activities to promote the professional image of this private company, which had experienced little-to-no growth in the last four years.
- Responsible for reporting the financial position and other issues impacting the company's stability & growth to the four owners who are the Board of Directors and provided them with expertise to make decisions on future organizational structures, asset purchases, budgeting, human resources, strategic planning, customer service, business development, operations, marketing & sales, communications and administrative services.
- Responsible for appraisal & assessment of the business climate & recommend changes to improve efficiencies.

Comment [ks6]: No one will read this huge paragraph. Further, the client jumps back and forth between 1st and 3rd person.

Iowa Non Profit, Iowa City, IA, 1999 to 2002

Associate Director - Administration

- Directed and managed financial activities, contract negotiations, human resources functions, administrative services, corporate communications, public relations and customer service for this newly established and growing government contractor non-profit company.
- Responsible for market research and development, strategic planning, and business development.
- Responsible for negotiations securing government contracts specializing in Fellowship Programs.

Comment [ks7]: There are no quantifiable achievements throughout this resume – just "duties."

Comment by Kathy Sweeney, NCRW, CPRW, CEIC, CCM

ACME Corporation, Des Moines, IA

1995 to 1999

Executive Vice President - Administration

- Directed and managed financial activities, human resources functions, administrative services, corporate communications, public relations, customer service, and information technology.
- Responsible for e-business research and development, strategic planning, and business development.
- Directed policy administration for the company with 140 employees located at twenty (20) locations generating annual sales over \$100 million.

ACE Company, Sioux City, IA

1991 to 1995

Chief Financial Officer and Assistant General Manager

- Directed and managed financial activities, human resources functions, safety and regulatory compliance programs, administrative services, public relations and information technology.
- Acted as person in charge in the absence of the CEO/General Manager for the company with annual sales over \$150 million generated by 200 employees located at seventeen (17) locations.
- Responsible for strategic planning, policy administration, location operations and corporate communications.

Comment [ks8]: There is no "name" header on the 2nd page. What would happen if page 1 got separated from page 2?

Comment [ks9]: The valuable information here is the numbers.

Education & Licenses

- MBA, Iowa State University, Ames, Iowa
- B.S. in Business Administration, University of Iowa, Iowa City, Iowa
- Certified Public Accountant

References

References are available on request.

Your Name

Address, phone, fax, email