

SAMPLE ACCOMPLISHMENT STATEMENTS

SKILL STATEMENTS

HIGH IMPACT STATEMENTS

Scheduled conferences and made travel arrangements	Saved the company \$10,000 by coordinating conferences using an event software module which I implemented to schedule meeting rooms, travel and accommodations
Helped set up Italian Art exhibit	Assisted in marketing and set-up of Italian Art exhibit which received national TV recognition
Contributed to making the group much more efficient	Increased team's efficiency by implementing the grid system which increased productivity and cut deadline penalties by 25%
Designed a logo for Post Office	Developed a logo for the U.S. Post Office employee health brochure which was distributed to all Postal workers in the U.S.
Put on training sessions for managers and supervisors	Developed a seminar and trained the creative staff on the new Post Office mailing regulations which decreased postal penalties by 75%
Added seating to an auditorium	Created and revised seating floor plans for major auditoriums which increased seating and subsequent ticket sales for major events
Won 1 st place in the Labarge Furniture competition	Placed first in the Labarge Furniture competition for best design. A prototype was produced and sold at High Point Furniture market.
Designed a new garden tool for a competition	Designed a new child-safe garden tool for which I was awarded the coveted internship with ABC Firm.
Using the Red Cross Web site develop a module targeting K -8 students to educate children on fire safety	Developed a webpage module using HTML and CSS to animate cartoon characters to communicate fire safety, which was used by the public school system to educate children in the classroom.
Started a student group to address energy issues.	Submitted a proposal to the College President and won approval to implement a student group to study and make recommendations for energy savings on campus.