SAMPLE ACCOMPLISHMENET 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 Assisted in marketing and set-up of Italian Art exhibit which received national TV recognition 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. 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 1st place in the Labarge Furniture competition Designed a new garden tool for a competition Designed a new garden tool for a competition Designed a new garden tool for a competition Using the Red Cross Web site develop a module targeting K -8 students to educate children on fire safety Started a student group to address energy issues. Started a student group to address energy issues.		
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