



Example Core Competencies

The examples on the following pages were taken directly from resumes professionally written through our Professional Resume Writing Services. Each core competency bullet point was influenced, approved, and in some cases insisted upon by the resume owners themselves. Although these do not represent ALL the resumes written by Paul Cameron from SpeedUpMyJobSearch.com, they do include a wide range of examples to help you identify as many of your own core skills as possible.

IT Director

- Digital Transformation Leadership
- Strategic IT Roadmap Development
- Business Partner Relationship Development
- Organizational change management
- Strategic project planning & execution
- IT Budgeting, Cost Containment & Reduction
- Agile Implementation & Transformation
- SAFe, SCM, AWS, ITIL, PMP Certified

Chief of Staff

- Continuous Process Improvements
- Structuring Innovative Growth Cultures
- Award Winning Marketing Strategies
- Market Segmentation & Analysis
- Application Development & Reporting
- Budget and P&L Management
- Strategic Revenue Growth Planning
- Effective Contract Negotiation
- Engaging Public Speaker & Author
- Application Development & Sales

Operations Manager

- Efficient Sales Operations Management
- Inside Sales Leadership & Training
- Continuous Sales Process Improvement
- Revenue Forecasting & Growth Planning
- Marketing Campaign Coordination
- Sales Efficiency Training & Mentoring
- Strategic Price Setting Structures
- SaaS & CRM System Optimization

IT Executive

- Transformational IT Leadership
- Crisis Management & Perseverance
- Strategic IT Roadmap Development
- IT Budgeting & Cost Containment
- Dependable Healthcare IT Governance
- Continuous Process Improvement
- Team Building & Culture Development
- Strength-Task Allocation Development

Data Center Operations Director

- Transformational Operations Leadership
- Team Building & Staff Development
- Reliable Service Delivery Management
- Strategic IT Infrastructure Planning
- Facility Operations & Data Center Design
- Operations Budgeting & Cost Containment
- Disaster Recovery & Business Continuity
- Cloud & Hosted Environment Management

CTO, Chief Technology Officer

- Edge Computing Evangelist
- Strategic Relationship Building
- Transformational Leadership
- Market-Making Expertise
- National Conference Speaker
- Organizational Process Creation

Director of IT

- Strategic IT Infrastructure Planning
- Virtualization & Cloud Computing
- System Integration Planning
- Business Process Improvement
- Effective Vendor Management
- Regulatory Standards Compliance
- Trusted Relationship Development
- Disaster Recovery & Business Continuity



Example Core Competencies

Director of IT

- Information Security & Risk Management
- Disaster Recovery & Continuity Planning
- Strategic Cost Containment & Reduction
- Team Development & Empowerment
- M&A Planning & Implementation
- Enterprise Application Architecture & Design

Program Manager and Agile Coach

- Agile Transformation and Coaching
- Program and Portfolio Management
- Project Management and Rescue
- Resource and Capacity Management
- Offshore Team Building & Management
- Business Applications & Process Improvement
- Leading Software Development in multiple technology stacks (.NET, Java Platforms)
- IT Governance Process Development and Implementation
- Product & Technology Roadmap Development and Management

Data Science Director

- Proactive Fraud Investigator
- Leadership Development
- Key Relationship Development
- High-Quality Service Delivery
- FCRM & Actimize Expertise
- SAS, SQL, & Business Objects

International CEO, President

- New Market Segmentation & Analysis
- Strategic Revenue Growth Planning
- SaaS Product Marketing Expertise
- Effective Acquisition Planning & Execution
- Global Talent Procurement On-Demand
- International Cultural Competency

Project Coordinator / Psychologist

- Project Planning & Coordination
- Effective Strength-Task Allocation
- Timeline Tracking & Delivery Management
- Detailed Assessments & Reporting
- Relationship Building & Management
- Exceptional Research Skills
- Reliable Organization & Time Management
- MS Word (Excel, Word, PowerPoint)

Telecom Executive

- Process Development & Standardization
- Strategic Revenue Growth Planning
- Product Management & Expansion
- Carrier & Vendor Management
- Customer Satisfaction & Retention
- Client Relationship Development
- Effective Contract Negotiation
- Staff Performance & Empowerment
- Market Development & Branding
- IT Operations & Network Engineering

Senior Program Manager

- Program Management
- Strategic Infrastructure Planning
- IT Security, CISSP
- Global System Migrations
- Client Relationship Management
- Budget and Cost Containment
- Enterprise Network Architecture
- AWS, Azure, Cloud Technologies

Project Manager - Nonprofit

- Project Management & Coordination
- Efficient Event Management
- Business Process Improvement
- Exceptional Research Skills
- Relationship Building & Management
- Confident Public Speaking & Presentation Skills
- MS Project, Excel Pivot Table, & Macro Design
- Responsible, Adaptable, & Highly Determined



Example Core Competencies

Senior Director, Call Center

- Cohesive & Engaged Team Building
- Performance Improvement Structures
- Efficient Data Analytics Monitoring
- Compliance & Risk Management
- Profit & Loss (P&L) Management
- Contract Negotiation & Cost Containment
- Effective Vendor Management
- Call Center Technology Implementations

IT Manager / Director - Hospital

- Strategic Team Delegation
- System Integration Planning
- IT Budgeting & Cost Containment
- Effective Vendor Management
- Collaborative Team Builder
- Business Process Improvement
- Disaster Recovery & Continuity
- Help Desk Management
- Regulatory Standards Compliance
- IT Service Strategy & Direction

Global Systems & Process Director

- Cross-functional global team development
- Strategic project planning & execution
- Global IT budgeting & cost containment
- Risk mitigation & contingency planning
- Transformational leadership
- Organizational change management
- Mergers & Acquisitions (M&A)
- Effective vendor management

Manager, Field Operations

- Construction Site Management
- Full Budgetary Responsibilities
- Field Operations Supervision
- Serious Safety Incident Management
- Heavy Construction Project Planning
- Risk Management & Cost Containment

Manager, Financial Planning and Analysis (FP&A)

- Financial Planning & Analysis (FP&A)
- Accurate Forecasting & Budgeting
- Pricing Strategy Optimization
- Cost Accounting & Financial Modeling
- Data & Metrics Driven Analysis
- Operational Process Improvement
- KPI Development & Analysis
- Client Care & Dispute Resolution

Director of Strategic Events

- National & Community Event Creation
- Operational Process Improvement
- Strategy & Policy Development
- Effective Event Marketing
- Brand Development & Standardization
- Manage \$6M+ Event Budgets
- Departmental Leadership
- Problem discovery and resolution

Director of Pharmaceutical Sales

- Team Building/Management
- Strategic Business Planning
- Specialty Sales Experience
- Buy-and-Bill Experience
- Sales Process Improvement
- P&L/Budget Management
- Operating Room Experience
- KOL Development

Senior Pharmaceutical Sales AM

- Medical Technology Sales
- Asset Allocation Expertise
- 4x President's Club Winner
- Value-Based Relationship Building
- Consultative Solution Selling
- Medical Capital Equipment



Example Core Competencies

Network Engineer

- Strategic Project Planning & Management
- Trusted Relationship Development
- Exceptional Capacity to Learn
- Cisco Routing, Switching, SDN, VMware ESXi
- C, Python, & Bash scripting, Linux
- Strong Initiative, Determination, & Enthusias

Engineering Manager

- Distributed Systems Architecture
- Strategic Cost Containment & Reduction
- Highly Scalable Systems Architecture
- System Integration Planning
- Strategic Team Delegation
- Collaborative Culture Development
- Cross-functional Leadership
- Python, NodeJS, PHP, MySQL, HBase

Manager, Accounts Payable

- Proactive Leadership & Mentoring
- Policy Creation & Enforcement
- Strategic AP Process Improvement
- Metrics Reporting & Trend Identification
- IRS & Tax Policy Compliance
- Effective Cost Containment
- Exceptional Attention to Detail
- Ariba, JDE, PeopleSoft, Sage 500

Senior Business Analyst - Healthcare

- Healthcare Data Analysis
- Relationship & Consensus Building
- Task Value/Impact Analysis
- Excellent Training & Presentation Skills
- Business Process Automation
- Strategic Hiring & Onboarding Practices
- Communication Process Improvement
- SQL, SAS, Excel, JCL, ADB2

Property Manager

- Multi-site Property Manager
- Portfolio Stabilization Specialist
- Multi-Property Staff Improvement
- Cost Containment at all levels
- Dependable Financial Performance
- Distressed Property Expert
- Reliable Vacancy Reduction
- Tenant Retention Programs
- Physical Maintenance & Capital Improvements
- YARDI, Skyline, Advantage, AMSI, MRI

Management Consultant Executive

- Business Transformation Leadership
- M&A Strategic Planning & Implementation
- Application & Database Architecture
- Agile & Lean Methodologies
- Executive Evaluation & Consulting
- 6 to 26-Month Roadmap Development
- Multiple Cert's in AWS, Cisco, Microsoft
- Top Secret Security Clearance, TS/SCI

Supply Chain Director

- Supply Chain Management
- Global Sourcing
- Supplier Partnerships
- Healthcare & Medical Equipment
- Value Engineering
- Effective Cost Containment
- Manufacturer Negotiation
- Supply Chain Process Improvement

Records Analyst

- MS Office (Excel, Word, PPT, Outlook)
- Sentinel Application Platform
- Meticulously Organized
- Exceptional Attention to Detail
- Positive, Outgoing Interpersonal Skills
- Detailed Requirements Gathering
- Custom, Complex Report Building
- Dependable, Responsible, Accountable



Example Core Competencies

Sales Representative

- Constant Networking
- Volume Cold Calling
- Door to Door Cold Calling
- Creative Lead Sourcing
- Unrelenting Competitive Drive
- Online Business Development
- Consistent Desire to Learn
- Accountable, Reliable, & Committed

IT Executive

- Transformation Leadership
- Program Management
- Organization Optimization
- M&A Integration Planning
- Budget & Vendor Management
- Business Process Improvement
- Talent Development & Engagement
- Application Architecture
- Data Warehouse & Database Design
- SAP, JDA, Oracle, Hadoop

Business Development Executive

- Technology Evangelist Marketing
- Strategic Relationship Building
- Transformational Leadership
- National Conference Speaker
- Organizational Process Creation
- VC Fundraising Expertise

Risk Management Specialist

- Risk Management
- Medical Claims Adjusting
- Workers' Compensation
- Return-To-Work programs
- Background Investigation Searches
- Social Media Investigations
- Investigate Fraudulent Claims
- Urgent Incident Response

Director of Insurance Product Strategy

- Establish Insurance Product Strategy
- Product Distribution Strategies
- Product Design and Development
- Life, Disability, & Long-term Care Expertise
- Cross-Functional Leadership Development
- Drive Sales and Revenue Growth
- Strategic Insurance Product Line Planning
- Underwriting, Finance, Sales, & Marketing

Director of Retail Operations and Strategy

- Team Building & Leadership
- Operations Management
- Predictive Modeling Enhancement
- Enterprise-wide Performance Measurement
- Business Process Improvement
- Expertise in Legal, Financial, Accounting

Vice President, Third-Party Risk

- Risk Policy Creation
- Client Relationship Management
- Exposed Risk Identification & Mitigation
- Strategic Planning
- Due Diligence Leadership
- Contract Management
- Business Process Improvement
- Persistent, Honest, and Accountable

Vice President of Sales

- Award Winning Sales Leadership
- Reliable Sales Structure Creation
- Establish Pricing Strategies
- Consistent National Account Growth
- Strategic Contract Refinements
- Recruit & Train Top Performers
- Team Performance Improvement
- Government, Hospitality, Manufacturing



Example Core Competencies

Executive Director

- Cultural Competency Training
- Strategic Marketing Initiatives
- New Market Development
- Program Design & Development
- Community Outreach Programs
- Strategic Partnerships
- Medical Interpreter Training
- Event Management

Director of Network Infrastructure

- IT Operations Planning
- Data Center Management
- Budgeting & IT Procurement
- Disaster Recovery Planning
- Network Infrastructure & Security
- Strategic Roadmap Development
- Help Desk Management
- Business Process Improvement
- Vendor Selection & Management
- MS Server, SharePoint, Exchange, AD

Construction Project Crew Foreman

- Effective Crew Management
- Project & Budget Management
- Efficient Project Planning
- Special Event Management
- CPSI Certificate Holder
- Advanced Marketing Experience
- Leadership School Graduate
- Driven College Athlete

Fire Department Captain

- Critical Incident Response Planning
- Fire suppression, Rescue, & Prevention
- Medical Response Leadership
- Hazardous Materials Awareness & Operations
- Equipment, Apparatus, & Machinery Expertise
- Formally Trained On-Camera Representative

Business Systems Analyst

- Detailed Requirement Gathering
- Client Relationship Building/Management
- Strategic Project Planning
- Software & Security Implementation
- Project Management & Scheduling
- Client Application Training
- System Migration/Infrastructure Testing
- Agile Scrum Framework

Business Management Executive

- C-level Relationships
- Sales Pursuit Strategies
- Strengthening Client Relationships
- Client Needs Assessment
- New Business Development
- Trusted Advisory to Management
- Financial Management
- Top-line/Bottom-line Revenue Growth
- Recruitment and Staff Development
- Program Management
- Building and Leading Large Teams
- Managing Brand Positioning & Messaging
- Continuous Improvements
- Operation Management

Financial Services Manager

- Multiple-time 8 Figure Producer
- Ranked Top 4% Nationally (of 11K)
- Consistent, Multi-time Award Winner
- Strategic Partnership Program Creator
- Experienced Manager over 15 years
- Exceptional Sales & Mentoring Skills
- Expert Analyst, Planner, & Manager
- Organized, Dependable, & Accountable