

# Cours collectif - CV (resume)



## Jane Roe

### Business Development Manager

Professional Business Developer with more than four years of experience in the business development processes. Involved in product testing, management, and development of new business opportunities.

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 jane.roe

### SKILLS

SEO

Public Speaking

Negotiation

Teamwork

Decision Making

Research & Strategy

Emotional Intelligence

Outbound Marketing

Email Marketing

Google Analytics

Sales & Marketing

### LANGUAGES

English

Spanish

French

### WORK EXPERIENCE

#### Business Development Manager

##### AirState Solutions

09/2014 – 06/2017

New York, USA

- Successfully managed \$2 - 3 million budget projects and successfully achieved the project scheduled goals.
- Developed and implemented new marketing and sales plans and defined the strategy for the next 5 years.
- Reviewed constantly the customer feedback and then suggested ways to improve the processes and customer service levels which increased the satisfaction rate from 81% to 95%.
- Ensured that new clients will grow into a loyal customer base in a specialist niche market by implementing a new loyalty program.

#### Business Development Assistant

##### AirState Solutions

08/2012 – 09/2014

Chicago, USA

- Increased the customer satisfaction rate by 25% by improving the customer service.
- Planned, supervised, and coordinated daily activity of 3 junior business analysts.
- Improved the communication with the Marketing department to better understand the competitive position.
- Directed the creation and implementation of a Business Continuity Plan, and the management of audit programs.

### ORGANIZATIONS

American Management Association (2015 – Present)

Association of Private Enterprise Education (2014 – Present)

eBusiness Association (eBA) (2013 – Present)

### EDUCATION

#### MSc in Economics and Business Administration

##### The University of Chicago

09/2008 – 06/2010

### HONOURS AND AWARDS

Jury Member, Venture Cup Entrepreneurship Competition (2016)  
*Venture Cup USA*

Sales Individual & Business Development Award (2015)  
*AirState Business Awards*

Excellence in Customer Partnering Award  
*IES - Institute of Excellence in Sales*

## Spécificités :

- Pas d'informations personnelles
- Pas de photo forcément
- Quand on parle de son expérience  
⇒ on n'utilise pas le 'je'

ex : monitored the production

- utiliser des verbes d'action pour avoir plus de poids

### 1) **En-tête**

Mêmes infos qu'en français

### 2) **Profile // Summary**

→ Qui nous sommes + ce que nous cherchons (brève description) - éviter le pronom 'I' autant que possible

ex : ~~I am seeking for an opportunity~~

⇒ seeking for an opportunity

~~I studied Chemistry~~

⇒ studied Chemistry

Exercice : écrire une brève présentation en 5 lignes en respectant ces règles

### 3) **Work Experience**

High School Degree = Baccalauréat

Bachelor's Degree = Une Licence

Master's Degree = Un Master

PhD (Doctor of Philosophy) = Un Doctorat

Thesis = Une thèse

Du plus récent au plus ancien

Ici on va avoir recours à des verbes d'action

- Achieved = réussir
- Improved = améliorer
- Trained/mentored = superviser
- Managed = manager
- Created = créer
- Resolved = résoudre

- Volunteered = faire du bénévolat
- Influenced
- Increased/decreased = augmenter/diminuer
- Negotiated
- Launched = lancer
- Won = gagner/remporter

sales = ventes      sales+person

## **Traductions : Verbes d'action au passé**

1) Prix du meilleur commercial en 2018  
Won the 2018 Best Salesperson Prize

2) Amélioration du projet  
Improved the project

3) Gestion d'un budget de 2 millions  
d'euros  
Managed a budget of 2 million euros

4) Création d'un nouveau département  
au sein de l'entreprise

Created a new department in the company

5) Lancement d'une campagne publicitaire

Launched an advertising campaign (ad campaign)

## **Au présent**

1) Aspirant à de nouveaux défis  
Seeking for new challenges  
Aiming at new challenges

to wait = attendre

to aim at = aspirer à (viser)

2) Je travaille actuellement chez Apple  
Actuellement en poste chez Apple

Currently working for Apple

**Exercice : décrire une expérience professionnelle**