

SAMPLE RESULTS/OUTCOMES FOR YOUR RESUME

<p>In Communications/Public Relations</p> <ul style="list-style-type: none"> • Reached target audience • Increased brand awareness • Achieved maximum positive media exposure • Gained better reception/exposure from media for key events • Ensured positive influence on public opinion • Created effective communication strategies • Maintained positive public perception • Utilize best form of communication • Effectively promoted initiatives • Reversed negative opinions/perceptions • Minimized impact for ongoing business initiatives 	<p>In Information Technology</p> <ul style="list-style-type: none"> • Enhanced functionality • Increased capacity • Reduced programming errors and faults • Minimized system downtime • Enhanced the manipulation of data and improved productivity • Minimized impact on help desk service levels • Reduced reliance on technical support • Resolved integration problems with new software • Streamlined a process or procedure • Created user friendly systems and processes • Minimized disruption of service to business lines • Improved access to information
<p>In Accounting or Payroll</p> <ul style="list-style-type: none"> • Improved reporting capabilities • Reduced errors or omissions • Accurately reconciled accounts/statements • Reduced discrepancies or redundancies • Implemented effective financial controls • Appropriately allocated expenses • Minimized losses from fraud or theft • Improved security of cash deposits • Met or exceeded budget forecasting • Centralized reporting • Consolidated/streamlined all banking functions • Improved cash flow • Consistent administration of wages and salaries • Ensured adherence to policy • Improved client billing and project control • Reduced outstanding receivables • Achieved uniformity of information • Identified specific areas for cost 	<p>In Various Kinds of Project Management</p> <ul style="list-style-type: none"> • Met deadlines and budget restrictions • Maximized use and available resources • Met or exceeded project objectives • Minimized disruption of business • Established benchmarks for success • Satisfied customer requirements • Successfully launched new product or service line • Reduced waste or other losses • Ensured safety of staff and customers • Successfully adapted a product to meet a customer's need • Attracted and retained competent staff • Improved cooperation and collaboration between stakeholders • Minimized financial or legal liability • Improved organization's standing in the community • Improved relationships with key business partners • Allowed for seamless transition to...

In Sales and Marketing

- Increased market share
- Increased profit margins and sales
- Reduced product returns
- Increased customer satisfaction
- Decreased service calls/costs
- Satisfied customer needs
- Enhanced cost effectiveness
- Created a customer focused sales environment
- Improved customer retention and referrals

In Teaching

- Improved class average or satisfaction ratings
- Motivated students to change or excel
- Encouraged continuous learning
- Achieved lesson plan goals
- Integrated learning with business objectives
- Facilitated better understanding of material
- Optimized training resources

In Manufacturing (some overlap with Project Management and other areas)

- Improved through put
- Enhanced work flow
- Improved productivity
- Reduced deficiencies or scrap
- Improved quality
- Standardized processes
- Gained buy-in/support for changes
- Managed customer or management expectations
- Improved efficiency
- Reduced cycle time
- Introduced agile production principals
- Eliminated non-value added activities
- Achieved necessary production rate
- Met contractual obligations
- Ensured manufacturability and testability of the design
- Ensured program budgets and schedules were met
- Captured new business opportunities
- Facilitated cooperation while mitigating risks
- Motivated and empowered a cross functional team
- Aligned departmental goals with company goals and objectives
- Allowed for a smooth initial production run
- Overcame operational and process related issues
- Reconfigured a product ahead of original production schedule
- Ensured compliance with customer's key demands
- Improved work cell organization and consolidation
- Identified alternative methods for cost/schedule enhancements
- Improved efficiency of the shop flow
- Maximized space and resources
- Reduced operating costs by XX%
- Mitigated potential schedule impact
- Maintained production schedule with timely design releases
- Provided lifecycle support in a cost effective manner
- Avoided capital investment costs