

A black and white portrait of a woman with long, dark, wavy hair, smiling and looking slightly to the right. She is resting her chin on her hand.

# BRIGITTE SCHWARTZ

*Business Manager*

## **Personal Profile**

An experienced manager with a consistent track record of improving efficiency in business. Has a professional attitude and handles challenges well.

## **Skill Set & Expertise**

- Excellent communication skills and ability to present using a broad range of media
- Leadership and organizational skills
- Able to identify key opportunities

## **Call me at:**

Telephone: 123-456-7890  
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## **Talents and Interests**

- Creating Organizational Development Programs for micro and small enterprises
- Hosting personal development workshops
- Traveling and Mountain Climbing

## **Work History:**

### **STABYLL PROPERTIES, INC.**

*Business Development Manager, 2015-present*

- Organizes and plans essential central services, such as reception, security, maintenance
- Presents proposals to potential partners and clients

### **HEWES HOLDINGS COMPANY**

*Business Development Head, 2013-2015*

- Oversaw the Business Development Team
- Trained and mentored new-hires
- Prepared presentation materials for potential partners and clients

## **Academic Training**

### **LIVENSTEIN COLLEGE**

*BA Business Management (Honors Program)*

- Completed coursework with distinction
- Earned a license in Organizational Development
- Took additional classes in team management and leadership

### **KENNINGHAM UNIVERSITY**

*Certificate in Organizational Development*

- Graduated with a cumulative GPA of 3.5
- Winner, Best Thesis: "Maximizing Business Efficiency in Small Enterprises"
- Member, Kenningham Managers Guild