

#### NAME

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## **Headline Section**

Experienced Business Manager | Extensive Experience in Project Management, Logistics, and Relationship Management

## ABOUT

(Name) is an efficient, responsible, and thorough Engineering Manager with extensive experience in project management, logistics, relationship management, people management, electrical and computer engineering, financial administration, and communications. Having worked in the engineering field for over \_\_\_\_\_ years, (Name) has acquired a vast amount of technical experience that he is able to combine with sharp business acumen to create accurate and innovative results.

Among the experience that he has amassed, (Name) demonstrates a special expertise in project management, financial administration, budgeting, process improvements, and production management. He demonstrated these skills daily at his management positions at \_\_\_\_\_, \_\_\_\_, and \_\_\_\_\_.

Aside from his more technical business skills, (Name) brings with him an important soft skill set that is an asset for any corporate team. One of (Name)'s key job functions at many of his management roles was to communicate and negotiate with external bodies such as government organizations and external corporations in order to gain permissions and acquire materials. As a function of this, he has developed razor-sharp negotiation and relationship management skills that have guaranteed smooth operations for departments under his supervision. (Name) has also worked as a consultant in the field, and after gaining many of his own clients and interacting daily with them, has gained excellent Customer Relationship Management and interpersonal communication abilities.

(Name) has a passion for learning, and while he has already earned both a Bachelor Degree in Business Administration and a degree in Electrical Engineering, he is a life-long student and seeks to learn from every position that he holds.



# EXPERIENCE

(Dates)

Engineering and Acquisitions Manager, Company

Company Description. Job functions included:

- Managed acquisitions of engineering and technical products.
- Negotiated deals and acquisition agreements with external bodies located domestically and abroad.
- Efficiently managed costs.
- Led the import of necessary materials on a tight schedule.
- Created product trees and organized engineering plans before production.
- Supported the Development and Applications departments.
- Supported the annual planning process and operationalized the plan by working with internal and external partners by gaining their consensus and active support.
- Collaborated cross functionally to inspire change in the business by identifying and implementing the best ways of working across the organization.

# (Dates)

VP Financial Management and Development, Company

Company Description. Job functions included:

- Developed an administrative network to manage the business.
- Performed statistical research and collected data.
- Handled the financial management of the company.
- Built and maintained strategic financial relationships.
- Provided strategic leadership and planning for the company's team.
- Prepared salaries and managed bookkeeping.
- Wrote reviews and reports on behalf of the CEO.

(Dates)



Business Advisor, Independent Consultant

#### Description. Job functions included:

- Provided business and financial advice.
- Provided advisement on engineering and the development of technical products.
- Assessed and characterized client needs.
- Built work plans, tracking tools, and performance controls.
- Adhered to strict schedules and project plans.
- Developed and integrated tools for success measurement on the operational and commercial level.

#### EDUCATION

### (INSERT EDUCATION)

### CERTIFICATIONS

(INSERT CERTIFICATIONS)

#### SKILLS AND ENDORSEMENTS

- 1. Product Development
- 2. Logistics
- 3. Project Management
- 4. Administration
- 5. Manufacturing
- 6. Leadership
- 7. Relationship Management
- 8. People Management
- 9. Interdepartmental Communication
- 10. Team Management
- 11. Team Building
- 12. Consulting
- 13. Financial Management
- 14. Cost Management
- 15. Cost Reduction
- 16. Regulations
- 17. GRC
- 18. Acquisitions
- 19. Policy Implementation
- 20. Documentation



- 21. Governmental Organizations
- 22. Import
- 23. Production
- 24. Business Development
- 25. Business Strategy
- 26. Account Management
- 27. Customer Relationship Management
- 28. Licensing
- 29. Permissions
- 30. Interpersonal Skills
- 31. Communications
- 32. Internal Communication
- 33. External Communication
- 34. Writing
- 35. Reports
- 36. Process Improvements
- 37. Technical Support
- 38. BOM
- 39. ECO
- 40. CAD
- 41. Engineering
- 42. Computer Engineering
- 43. Electrical Engineering
- 44. Microsoft Office
- 45. Excel
- 46. Complex Application Development
- 47. Complex Application Development on Excel
- 48. Development
- 49. Hardware
- 50. Software

### ACCOMPLISHMENTS

#### **Awards and Honours**

(INSERT AWARDS AND HONOURS)

### Languages

(INSERT LANGUAGES)