

ACCOMPLISHMENT ACTION STATEMENTS

Acted as liaison to . . .
Administered plan created to . . .
Attained a referral rate of xx percent . . .
Automated billing requirements for . . .
Chaired a task force to develop . . .
Compiled statistics proving . . .
Completed project \$x,xxx under budget in x months . . .
Conducted management activities of . . .
Conducted studies on . . .
Consolidated regular reports of . . .
Counseled large group of . . .
Created financial model that . . .
Created financial plan used to . . .
Created a new product image with . . .
Cut production time by xx percent by . . .
Designed equipment for . . .
Designed project promotional plan which . . .
Developed new procedures to . . .
Developed a unique program that . . .
Directed activities which . . .
Directed a consumer research study which . . .
Directed the department staff of xx that . . .
Discovered problems which . . .
Established Reporting procedures for . . .
Generated increased morale of team by . . .
Held the best closing rate of xx percent . . .
Implemented computerized system to . . .
Improved productivity by . . .
Increased earnings xx percent in six months by . . .
Initiated a clever campaign designed to . . .

Installed a process that . . .
Interviewed candidates seeking . . .
Managed, organized, staffed, and trained . . .
Managed xx engineers in project which . . .
Marketed new concept in . . .
Performed financial analysis designed to . . .
Personal actions involving . . .
Planned and directed a team of . . .
Planned marketing strategy used to . . .
Promoted new technique where . . .
Provided services which . . .
Purchased \$xx,xxx of . . . for . . .
Rated in top ten performers for xx years
Received x promotions in x years
Recruited talent for . . .
Redefined a process that . . .
Reduced expenditures by . . .
Reorganized the function which . . .
Reorganized work patterns which . . .
Served on major . . .
Serviced a team of physicians who . . .
Sold new concept to top management by . . .
Sold xx,xxx units in two months by . . .
Strengthened organization by . . .
Supervised a staff of . . .
Taught training programs for . . .
Traveled extensively to . . .
Wrote market plan designed to . . .
Wrote proposal that achieved . . .
Wrote xx publications in the field of . . .

ACTION