

SAMPLE ACCOMPLISHMENT STATEMENTS - RESUME WORKSHOP

- Recruited 25 members for a new student environmental organization.
- Trained five new employees on restaurant operations procedures.
- Assisted with twice-monthly payroll activities, ensuring employees were paid accurately and on time.
- Attended basketball games, interviewed players and coaches, and composed articles for student newspaper by deadline.
- Produced total meal sales 20 percent higher than those of other servers in the restaurant.
- Increased membership in ABC student club by 50% through creative advertising.
- Directed team of 3 classmates to complete marketing project on time.
- Planned 3 campus-wide luncheons per semester.
- Increased student involvement in XX by 15% through a creative marketing strategy.
- Developed filing and record keeping system that resulted in fast and easy access to data.
- Increased productivity 30% and reject rate from 15% to 1%, over one year, as part of a team effort.
- Selected as Employee of the Month for exemplary performance and teamwork.
- Trained all personnel on data entry functions of xx System.
- Met all monthly closing deadlines under tight time constraints.
- Chosen to participate on payroll conversion team that smoothly transitioned payroll function to another location.
- Retained 99% of contracts by providing excellent customer service to owners and operators.
- Recruited parents to participate on program planning and fundraising committees.
- Enhanced customer relationships by handling and resolving all customer and vendor issues in a timely manner.
- Created training manual and job aid for assistant position.
- Reworked driver delivery schedules, reducing annual transportation costs by 25%.
- Input XX 50 invoices into the XX system, monthly
- Developed templates to allow efficient electronic communications with customers
- Received numerous letters and awards for outstanding customer service.
- Partnered with teammates to increase production to 120% of targeted goal despite announced facility closing
- Created order-checking procedure that improved accuracy of shipped orders by 90%.
- Approved or denied 800 claims monthly, and processed them accordingly.
- Consistently met and exceeded answer and call time requirements, with a 99% accuracy rate.
- Designed registration process for Operating Procedures Manual
- Achieved 100% revenue targets four consecutive years, setting a performance record in the entire region.
- Increased employee commitment scores 11% per store in 24 locations,
- Reduced manufacturing costs \$ xx/yr by re-engineering design of core products.
- Created monthly scorecard to enable management to track progress and stay abreast of all critical issues.
- Achieved 100% regulatory nursing compliance for three years.
- Exceeded 100% of production target during seven of 10 periods while transitioning to a new production platform.
- Improved inventory turns from 49 to 25 days through better forecasting and enhanced use of JIT delivery.