

ZHANG FAN

SUMMARY STATEMENT

When an employer is seeking a CV it is because they want to see an entire overview of your career experience, objectives, and goals within the company or industry. This means that your summary statement should not only be relevant to the job, but should also mention your career goals. Put a strong emphasis on your skills, making sure to include a mix of hard, technical and soft skills, plus specific expertise, and any notable experiences that match the requirements outlined in the job ad. These listed experiences don't have to come from traditional work experience but should be relevant to your industry.

EDUCATION

Degree Obtained, Field of Study

School Name - City And State Where The School Is Located

Certification or Additional Training: Field of Study

- List all relevant educational experiences in reverse chronological order with a maximum of four items.
- Keep the experiences within five to ten years of relevancy and don't add graduation dates if education goes beyond this time frame. There is no need to have grants, honors, or awards here because they can be included in a custom builder section.

WORK EXPERIENCE

Position, 05/2017 - Current

Company, Company City, Company State

- List your role in reverse chronological order, starting with your current or most recent job.
- Highlight skills and tasks that relate to the job you're applying to.
- Show how you have learned from past experiences.
- Save the specifics for the interview.
- Example: "Developed polished legal documents, including motions and briefs, to support litigation processes and court proceedings."

Position, 03/2012 - 05/2017

Company, Company City, Company State

- If you're switching career fields, emphasize your "transferable skills"



Wheaton, IL 60187



(555) 555-5555, (555) 555-5555



example@example.com

CORE QUALIFICATIONS

- Present a combination of technical skills (knowledge and abilities needed to perform specific tasks), hard skills (teachable and measurable abilities), and soft skills (personal attributes).
- Emphasize "transferable skills" that can fit with your industry.
- Highlight the skills that are valuable in your profession, such as organizational skills, multitasking, or proficiency in ADOBE
- CVs can feature several skill categories so this section is reserved for highlighting your top skills that relate directly to the job.

RESEARCH EXPERIENCE

If researching, teaching, or specific scientific experimentation are significant to your designated field, this section may be structured similarly to the 'Work Experience' section above.

You also may have to include additional materials attached to your CV like: A Statement of Research, dissertations, lab work, recommendations, and additional avocations.

Note: When listing experience, include the institution, department, dates, name of the research advisor

that can fit within the new industry.

- Use numbers (like dollar amounts and percentages) in this section. Relevant metrics help employers quickly see the results of your accomplishments.
- Make sure to limit your work history to only your most relevant positions and to the last ten years of your career.

TEACHING EXPERIENCE

This section of your CV details any teaching assistant, teaching associate, lecturer, instructor, or tutoring roles you have held. At a minimum, you should include the institution, department, course(s), and your title. It can also include things like:

University/Department/Professional Service.

- *Royal Holloway University*: Digital Rhetoric, Leeds, UK (2021)
- *London Metropolitan University*: Composition Studies, London, UK (2019)
- *University of London*: English Literature, London, UK (2018)
- *Wolfbeak High School*: Santa Barbara, CA: 2004-2007: Teacher/Classroom Assistant
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- *Great Oaks Charter School*: Santa Barbara, CA: 2003- 2005: English tutor
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.

CONFERENCE PRESENTATIONS

- AA-ISP Sales Leadership Online Summit (2020)
- TOPO Summit (2019): "Reflecting, Rethinking, and Redefining Strategies and Tactics to Grow Revenue Faster"
- Sales Assembly Annual 2018 (2018)
- Tenbound (2017): "Sales Development"
- B2BSMX, Sales Marketing Exchange (2012)

CONFERENCE ATTENDANCE

- DreamForce Conference (2018)
- THE TENBOUND SALES DEVELOPMENT CONFERENCE (2017): "The Top Minds in Sales Development"
- Gartner CSO & Sales Leader Conference (2015)

or principal investigator, and a description of the work.

- Explored and analyzed ethics in the publishing system in "The Author's Property" (2020) *Advanced Studies Laboratory, New York University*
- Worked and participated in thesis assessment as Research Lead in "The Impact of English Literature in Contemporary Culture" (2019) *English Department, New York University*

Developed research's statements and ran surveys and interviews as Research Assistant in "The Writer's Role in Literature" (2018) *English Department, New York University*

PUBLICATIONS

Publications should use a standard citation format. APA or MLA format are recommended. However, you should review standards for your industry. In the case of publications with multiple authors, you should distinguish your name using a small, consistent formatting adjustment, such as underlining or bolding your name.

Note: Publications can be divided into subsections by the type of publication, including refereed journal articles, book chapters, reviews, and abstracts.

- Williams, Ella. Culture, Diversity and English, 1st ed., vol. 1, California, Fulton Books, 2021.
- Williams, E. "An Historical Review of English Literature's Impact in Urban Culture." *The English Historical Review* , vol. 86, no. 90, 2019, pp.118-25

HONORS AND AWARDS

- Regional Sales Manager of the Year (2012)
- John G. Lee Award, University of Hartford (2007)

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

List all industry specific professional organizations, groups, or offices held. List past and present membership and include dates of membership.

- National Association of Sales Professionals (NASP)
- American Marketing Association (AMA)

TRAINING

Describe any workshops, symposia, certificates or licensing that you may have. List the certification name, licensing status and date of issue.
VP of Sales Strategy Training, Jarrow Formula Inc - 2007

LANGUAGES

List any acquired language skills, indicating your level of competency and years you have spoken them. For example:

- English (Fluent)
- Spanish (Conversational)
- French (Intermediate)
- Italian (Basic)

PORTFOLIO

- Phil LiveCareer's 113 investments, managing over \$115 in financing - (2018)
- Phil LiveCareer's investment strategy, cash out; complaint to CEO to CFO for VP Sales job with F-500 - (2017)
- Phil LiveCareer's investment strategy, organic growth; data-driven risk taken for CEO - (2017)

CERTIFICATIONS AND LICENSES

- Certified Sales Professional (CSP) - 2020
- Professional Certified Marketer (PCM), American Marketing Association - 2019