

Brag Sheet

Personal Information

- **Name:** [Your Name]
 - **Email:** [Your Email]
 - **Phone:** [Your Phone Number]
 - **LinkedIn:** [Your LinkedIn Profile]
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Achievements

- **Project Success:** Led a project that increased department efficiency by 30%.
 - **Sales Growth:** Grew regional sales by 15% year over year.
 - **Recognition:** Received Employee of the Month three times in 2023.
 - **Innovation:** Developed a new workflow that reduced processing time by 20%.
 - **Leadership:** Trained and mentored 5 junior staff members, all of whom were promoted within a year.
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Skills

- **Leadership:** Strong ability to lead teams and manage projects.
 - **Communication:** Excellent written and verbal communication skills.
 - **Problem-Solving:** Skilled in identifying issues and implementing effective solutions.
 - **Technical Skills:** Proficient in Microsoft Office, Google Workspace, and project management software.
 - **Time Management:** Proven track record of meeting deadlines and managing multiple tasks simultaneously.
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Education & Certifications

- **MBA in Marketing:** [University Name], 2021
 - **Certified Scrum Master (CSM):** Scrum Alliance, 2022
 - **Google Analytics Certification:** Google, 2020
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Awards & Honors

- **Top Salesperson Award:** Recognized for highest sales in Q4 2023.

- **Innovation Award:** Awarded for developing a new customer feedback system that improved satisfaction scores by 10%.
 - **Dean's List:** Achieved academic excellence in all semesters during MBA program.
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Volunteer & Extracurricular Activities

- **Community Organizer:** Led a local charity event that raised \$5,000 for homeless shelters.
 - **Mentor:** Volunteered as a career mentor for high school students interested in business careers.
 - **Club President:** Served as the president of the Marketing Club during MBA studies.
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How to Use This Brag Sheet

- **Interviews:** Bring this sheet to job interviews to reference specific achievements.
- **Performance Reviews:** Use this as a talking point during performance reviews to highlight your contributions.
- **Networking:** Share key points from this sheet when networking to showcase your strengths.
- **Resume Building:** Use the information here to tailor your resume for specific job applications.