

# Sample Executive Resume

Recommended Format for Mid-Career Professionals

Most will be more than one page, except in finance.

(This abbreviated version is for illustrative purposes)

**HELEN CHU**

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## Executive Profile

Trilingual development professional with 10 years of experience in the design, development, and management of innovative economic development and environmental programs, spanning urban and rural Africa and East Asia. Proven track record of delivering social, economic, and environmental results.

## Experience and Achievements

### UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) GLOBAL ENVIRONMENT FACILITY

Lagos, Nigeria

Project Director, Rural Development

March 2011-January 2014

Oversaw implementation of comprehensive rural development program, including restorative remediation measures in the areas of agriculture and water supply/sanitation, and economic development through job training and microfinance programs. Programming included 30,000 people in 25 pilot villages in the Niger River Basin. Managed 10 staff members.

#### *Significant Accomplishments*

- Secured \$1 million in funding for rural food security programs and created Famine Early Warning Systems Network.
- Implemented job training program to teach 2,000 former mine workers sustainable agriculture techniques.
- Established microfinance infrastructure and microcredit programs for women in 15 villages.
- Drafted 60-page report providing overview of rural development in Nigeria; presented to UNDP directors.
- Project resulted in increase in agricultural productivity by 25% reduction of overall burden of nutrient and other pollution of Niger River by 40% and creation of 3,000 eco-tourism jobs.

### ECODEV CHINA

Shanghai, China

Executive Director

July 2006-February 2011

Managed the Sustainable Urban Development Project, a public-private partnership responsible for creation of eco-friendly business development in greater Shanghai region. Oversaw 30 staff members.

#### *Significant Accomplishments*

- Oversaw allocation of \$9 million Gates Foundation Grant towards urban sustainable development projects.
- Developed \$3 million business plan to market and finance solar renewable energy credits (RECs).
- Conducted needs assessment and monitoring and evaluation of Migrant Community Development Program.
- Expanded membership in the Shanghai Green Energy Scheme 50%, registering 5,000 more consumers.
- Wrote 30-page report on growth opportunities in Shanghai's green building market; presented to Mayor of Shanghai.

## Education

### COLUMBIA UNIVERSITY, SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

New York, NY

Master of International Affairs in Economic and Political Development

May 2016

### LONDON SCHOOL OF ECONOMICS

London, United Kingdom

Bachelor of Science in Economics

May 2006

## Additional Information

**LANGUAGES:** Mandarin (Fluent), French (Fluent), English (Native)

**INTEREST:** Documentary filmmaker; directed "A Green Future for Shanghai," PBS Frontline, 2009

**PROFESSIONAL AFFILIATIONS:** Women in International Development, International Association of Development Professionals