




Denise Boyd

Owner - P&CP



Contact

-  When job seeking, it's important to have a professional/generic voice mail set up
-  Be sure to list an email address you check often when job seeking
-  City/State/Zip

About Me

- Write about who you are **professionally** (Not personally)
- What you will bring to the table (What are your **key strengths**)
- Your values (What **drives you**)
- Your goals (What you are seeking in your next role)

Skills

- List Hard-Skills if your background is relevant to the role.
 - IE: Master in Intake case management systems
- List Soft-Skills if your background is NOT relevant to the role.
 - IE: Conflict resolution, Strong Communication skills

Education

- **Bachelor of Arts - Leadership Studies** 2018
Cabrini University
Graduated Summa Cum Laude | Recipient, Leadership Studies Award
List out any awards or recognitions you received.
- **Associates Degree - Early Childhood Education** 2008
Camden County College
Keep it basic and clean.

Experience

- **Owner and CEO** 2023- Present
P&CP Academy
 - Bullet point your main responsibilities.
 - Be specific when possible
 - IE: "Watched kids" vs "Supervised and ensured the safety and well-being of children ages 2-5 in a structured early learning environment"
 - Proofread for proper grammar
- **Director of Intake Operations** 2018-2023
CHE Services
 - Don't over do it on the bullet points (Less is more)
 - Use strong action verbs "Managed, Developed, Implemented, Founded"
 - Focus on results
 - IE:
 - Analyzed intake data to identify trends
 - Reduced Intake processing time by 40%
 - Developed & implemented standardized intake protocols; hired over 10 FTE
- **Manager** 2015-2018
Mid Atlantic Retina
Do not go too far back in work history. A job you did 20 years ago is no longer relevant and can make your resume too many pages.

References Available Upon Request

