

Example Key Achievements

The following are examples of qualified and quantified Achievement statements. They have been categorised, but there are a number of categories that are not included. The aim of the examples is to serve as a guide so that you can write your own. You can learn more about how to write Achievements on your resume by completing the **Tutorial on Preparing Your Resume** <https://careerfix.com.au/tutorials-register/>.

Administration Assistant:

- Organised company events identifying cost saving measure, saving overhead expenses by \$3,000 per month.
- Accelerated the meeting scheduling system by introducing an interactive calendar, resulting in more accurate appointment scheduling.
- Collaborated with other departments within the company to centralize the database for easy and more accurate retrieval of information.
- Awarded the “Best Employee Award” in 2021 for excellent work ethics and 5-star customer feedback.

Business Operations:

- Reduced order cycle time by 47% from 19 to 10 days by collaborating across the supply chain, raising the company to #2 in market rankings.
- Collaborated with internal key stakeholders in order to successfully roll out key business projects including divestitures, corporate spin-offs, product rationalisation reforms resulting in a saving of \$300k per annum.
- Developed and automated a series of strategic reports and dashboards, designed to communicate unit sales, business insights to management and key internal stakeholders, providing a centralised and holistic view of overall performance.
- Partnered and collaborated with national sales teams and commercial functions, to develop methods of distributing data, relevant to customer profiling and brand promotion in order to deliver improved selling approaches and market targeting.

Finance Analyst:

- Project managed a team to develop systematic reports for board reviews. This project reduced executive reporting time by 2 weeks and facilitated a single source of truth across financial reporting and KPI reporting.
- Project managed a team of 60 members that successfully integrated 20 domestic and international ledgers from a legacy system to SAP.
- Identifying variance analyses on three separate budgets that saved the company \$300K annually.
- Worked with key stakeholders on product launch delivering at \$90K below expected expenditure.
- Created accurate market and promotional pricing that reduced costs by 45% monthly.
- Recommended, developed, and implemented policies and programs that guide the organisation in maintaining and improving its competitive position and profitability.
- Spearheaded due diligence for a \$5.8b joint venture, identifying key risk factors and forecasting investment viability.
- Developed detailed spreadsheets using SQL, Excel, access and proprietary finance systems to identify trends and develop forecasts
- Maintained and monitored spend analysis, developing an automated process that increased accuracy by 26% and provided the data 3 days earlier to the executive team.
- Analysed debt and in-depth market share and industry report that boosted market share by 14% and increased revenue by \$525K.
- Provided models to aid in decision-making for product R&D, monetisation strategies, third party contracts and other business analyses.

Legal:

- Saved \$500,000 by eliminating outsourced litigation and mediation activities previously handled by external, high-profile legal firms.
- Negotiated contracts for employee benefits programs with outside third-party vendors, which decreased premium renewal costs by 24% and improved benefit plans for employees.

Example Key Achievements

- Won 100% of legal actions, handling approximately 150 cases annually at the administrative, state and federal courts levels.
- Prepared settlement agreement to resolve \$30,000 construction contract case between general contractor and property owner.
- Drafted and edited successful motions to dismiss and motions for summary judgment defending claims for workers' compensation involving potential liability for permanent, total disability payments.
- Argued more than a dozen sentencing and bond reduction hearings for misdemeanour defendants resulting in favourable decisions by the court in all cases.
- Researched and drafted successful motion to suppress evidence in criminal case resulting in dismissal of several charges.
- Developed factual and legal premise to support dismissal of frivolous trespassing suit, saving client potential damages exceeding \$10,000.

Marketing:

- Developed new promotional campaign by bundling products together, increasing sales revenue by 13% with projected year-on-year sales growth of \$400K
- Negotiated new contracts with vendors, saving \$120K for the marketing budget
- Recruited, hired, and trained over 30 marketing and sales specialists, improving overall sales targets by 24% while maintaining 86% in employee retention
- Directed launch of 12 new product lines, with total annual revenue of \$1.3b
- Grew home appliance line category, increasing revenue by \$2m annually despite market downturn due to COVID
- Managed all corporate marketing functions with a budget of \$2m, including brand management, product launch, advertising, marketing collateral, and events

Personal Assistant:

- Introduced a client scheduling program that decreased booking time by 50%.
- Decreased paper wastage by 30% by introducing a "scan and save" method for filing old receipts.
- Prepared and presented a large-scale marketing presentation resulting in a \$15m project awarded to the company.
- Reduced electricity costs by \$5,000 per annum by recommending the use of alternative energy sources and solar panels.
- Increased communication efficiencies by 60% by developing templates to use with various correspondence needs.

Sales Assistant (Retail):

- Increased customer base by 50% following a series of dedicated sales campaigns.
- Coordinated efforts with the marketing team and increased sales by 66% in 4 months.
- Decreased cost of sales campaigns by \$60,000 by suggesting that sales activities be organized on a county-wide basis.
- Facilitated 15 educational workshops to onboard new salespeople with the company and its products.
- Rearranged the product stock system resulting in a 30% decrease in on-shelf stock time.
- Awarded the "Sales Assistant of the Month Award" 4 times in 12 months for delivering exceptional customer services and consistently meeting sales targets.

Sales Representative:

- Developed a robust sales pipeline by identifying 30 new leads daily.
- Analysed sales data from designated territories that helped evolve sales strategies.
- Awarded Sales Representative of the Year for consistently achieving sales targets.
- Suggested introducing an online sales system resulting in a 25% increase in sales.
- Suggested applicable and relevant upsells to customers, as a result, increased sales by 12%.
- Exceeded sales goals by 100% during the first 5 months in the role.