**Abigail Douglas**

Professional Title

+31(0) 630793761 | abigaildouglas@deperfectecv.com| Gelderland, Holland| https://www.linkedin.com/in/abigail-douglas-66025bb8/

**Professional overview**

Finance professional with over 15 years of leadership experience in B2B and financial services sectors. Highly adept at communicating and fostering influential relationships with stakeholders and teams across all organizational levels. A solution-driven strategist with a focus on achieving long-term financial goals and promoting cross-functional collaboration, leveraging expertise to drive growth, optimize operations, and scale success in highly competitive markets.

**Professional and Technical skills**

*Based on the job description add the relevant professional and technical skills you need in this section (Remove this text when done)*

Financial analysis and modeling Budgeting and Forecasting Investment Analysis

Accounting Expertise (GAAP, IFRS) Strategic Planning Data Analysis and Visualization

Risk management Regulatory Compliance Leadership and Tea management

**Soft skills**

*Based on the job description add the relevant soft skills you need in this section (Remove this text when done)*

Communicating Attention to detail Critical thinking

Problem Solving Collaboration Emotional intelligence

Adaptability Time management Ethical Judgment

**Work Experience**

**Company name**| Location, Your Position Jan 2025 – Present

*Add a short description about the company, what type of business they are and what they’re doing (Remove this text when done)*

* Incorporate your listed skills above in your achievements; it will help a lot in case they use ATS (applicant tracking system)
* Read the job description properly and pay attention to what format is required; if they ask for Word, they use ATS; if there’s no requirement then send your resume as PDF
* Your resume should ideally be 1-2 pages but if you have a lot of experience and many results, don’t limit yourself; write everything down; De Perfecte CV is always here for you if you need tips, advice, or assistance whenever you need it!

**Company Name** | Location, Your Position Title March 2020 - Jan 2025

*Add a short description about the company, what type of business they are and what they’re doing (Remove this text when done)*

* Achievements: It is not enough to say what you’ve done; your achievements matter the most
* Make these points easy to read and easy to understand; use action verbs and show them that you are the action person they need; write your achievements and results and use metrics
* Don’t hesitate to showcase the responsibilities you had that weren’t on your job description; they will show that you took initiative and you’re open to developing yourself

**Company Name** | Location, Your Position Title April 2010 - March 2020

*Add a short description about the company, what type of business they are and what they’re doing (Remove this text when done)*

* Read the job description and be sure to add the most frequent keywords; it will increase your ATS
* Showcase your accomplishments, they will ask questions from your resume during the interview; you need to be able to give details about everything you’ve written on your resume
* Write at least 3 bullet points under each job; It is weird for a recruiter when they see a candidate with 1-year experience at a company but has only 1 bullet point; what have you done all the time?

**Abigail Douglas**

**Work Experience continued**

**Company Name** | Location, Your Position Title Start Date - End Date

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* Write at least 3 bullet points under each job; It is weird for a recruiter when they see a candidate with 1-year experience at a company but has only 1 bullet point; what have you done all the time?
* Use present tense if the job is in the present; use past tense for previous jobs you had
* Always write in 1st person, not 3rd; you are the one that “managed”, “directed”, “strategized”, and so on

**Company Name** | Location, Your Position Title Start Date - End Date

*Add a short description about the company, what type of business they are and what they’re doing (Remove this text when done)*

* You must proofread your resume before applying for a job; carefully read your resume and you can use the free tool named Grammarly; it is the first sign of attention to details skill
* Use metrics, numbers, percentages, “doubled”, “tripled”; quantify your achievements
* Showcase your accomplishments but don’t exaggerate, they will ask questions from your resume during the interview; you need to be able to give details about everything you’ve written in your resume. Don’t forget that!

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**Education**

University/College | Location | Master’s in Economics

University/College | Location | BA in Business Administration

**Professional Development**

Course Name | Company Name, Location

Training Name| Company Name, Location

Workshop Name | Company Name, Location