

Belinda Selfe

Management Consultant

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(123) 456-7890
San Diego, CA

WORK EXPERIENCE

Publicis Groupe

Senior Management Consultant

San Diego, CA | 2018 - current

- Built relationships with clients, key stakeholders, and employees to determine business needs and goals, traveling internationally and nationwide 70% of the time
- Designed and taught virtual workshops to keep companies apprised of updates, changes, and additions to digital integrations, maintaining maximum efficiency
- Developed proposals, whitepapers, and recommendations, and presented spreadsheets and PowerPoints to project teams
- **Led a team of 8 consultants** in developing ideas, implementing technological solutions, and partnering with companies and organizations to optimize processes
- Traveled 50% of each month nationwide to meet with clients, deliver research, present solutions, and train management teams and employees in new processes

PointB

Management Consultant

San Diego, CA | 2015 - 2018

- Recommended mobile apps and digital systems to reduce paper use by up to 83% for rental car companies
- **Achieved \$2M to \$4.5M year-over-year** for consulting firm's Digital Solutions department
- Contributed to white papers detailing products, services, and common concerns from businesses and organizations
- Implemented logistics software and training to meet companies' KPI goals in 31 states and 6 countries

Celonis

Management Consultant

San Diego, CA | 2013 - 2015

- Developed relationships with small businesses, specializing in process improvement to **increase efficiency by up to 37%**
- Interviewed 17 staff members, observed daily operations, and analyzed processes to reduce waste and time
- Collaborated with senior management consultants in 2015 to contribute to Southwest Airline's flight operations, which decreased delayed departures by 14%

SKILLS

- Consistent
- Collaborative
- Excel
- PowerPoint
- Detail-oriented
- People Management
- Negotiation
- Sales

EDUCATION

**Bachelor of Science
Business Administration**

University of California

San Francisco

2009 - 2013

San Francisco, CA

CERTIFICATION

- Certified Management Consultant (CMC)