

PROFESSIONAL PERFORMANCE TRACKER

These tables are useful for tracking professional performance and aid in identifying professional strengths and weaknesses. The alternate version is a sample of my professional performance that resulted in a promotion and a 15% salary raise working with a company in the UK.

<i>Goal</i>	<i>Identified Need</i>	<i>Activities</i>	<i>Results</i>

ALTERNATE VERSION SAMPLE

<i>Needs</i>	<i>Contributions</i>
Communications/Marketing	<p>15 years communications and marketing for regional, national international clients.</p> <p>Mediums: Video: commercials, corporate, and instructional/information videos</p> <p>Print: media releases and advisories, briefing and information notes</p> <p>Sectors: private industry, government, not-for-profit, broadcast</p>
Strategy	<p>10 years developing and implementing communications and marketing strategies to navigate turbulent economic conditions</p> <p>Business Plan development</p> <p>Communications planning</p>
Prospecting Clients (Prolific idea/creative)	<p>15 years successfully generating new clients and ideas, increasing bottom line by approach with specific solution; desire to help, high customer referral and always providing new opportunities for client.</p>
Vendor/Negotiations	<p>Negotiated 400+ contracts obtaining the best prices, discounts terms etc, for outside services, savings rang \$10,000 to 100,000</p>
Staff Hires	<p>Negotiated, hired appropriate staff to fill needs</p> <p>Mentor coach staff</p>