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10

POWERFUL CHANGES

for Your Senior-Level Resume

Presented by: **TopResume**

1

The job seeker's credentials are highlighted at the top.

2

The resume includes a link to the job seeker's online profile.

3

A list of the job seeker's core skills are featured in the resume snapshot.

4

The resume includes a Selected Achievements section at the top.

5

The emphasis is placed on the job seeker's most recent work experience.

6

Achievements are quantified where possible.

7

The job seeker uses a two-page resume length.

8

Work history is restricted to the past 15 years of experience.

9

The "Education" section is at the end of the resume.

10

Dates outside the 15-year timeframe are removed.

JAKE CORRIGAN

MBA, SPHR, SHRM-SCP, FACHE

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HEALTHCARE HUMAN RESOURCES EXECUTIVE

Respected human resources professional with extensive experience leading operations, payroll, and staff in healthcare organizations. Proven track record in guiding scalable, cross-functional teams in the design, redesign, and launch of cutting-edge business solutions, driving greater efficiencies, engagement, and revenues. Expert presenter, negotiator, and businessperson, able to forge solid relationships with strategic partners and build consensus across multiple organizational levels.

Strategic Business Planning • Process Redesign & Change Management • Relationship Management  
Training Programs • Financial & Contract Negotiations • Profit & Loss Management • Cost Reduction & Avoidance  
Recruiting & Staffing Initiatives • Team Building & Leadership • Budgeting & Cash Flow Optimization

SELECTED ACHIEVEMENTS

- Supervised cross-functional teams to overhaul recruiting processes and modernize applicant tracking systems to modern, web-based and mobile applications at Saint Joseph Hospital.
- Oversee the selection and design of the fast-track Human Resource Management System (HRMS) at Advocate Health Care.
- Reduced payroll administration and decreased payroll costs by converting an outdated payroll system to a state-of-the-art HRIS at Genesis Health System.
- Led companywide initiatives that garnered awards such as "Best Places to Work," "Fit-Friendly" workplace, and the "Alliance for Workplace Excellence" at various places of employment.

PROFESSIONAL EXPERIENCE

Advocate Health Care, Oak Brook, IL2013-Present

VICE PRESIDENT, Human Resources

Senior HR executive for non-profit, multi-site community healthcare system, including a hospital, urgent care center, and 20 physician offices. Lead HR strategic and organizational systems-wide initiatives. Oversee HR team, Volunteer Services, and Support Department (Employee Health, Gift Shop, and Food Services) of 43 staff and an annual budget of \$32M. Previous titles include Director and Senior Director, Human Resources (2011-2013).

- Led the Board in implementing a variable pay strategy, which increased productivity, improved employee satisfaction, and spurred greater, faster organizational growth.
- Oversee the merge of three existing benefit plans into one corporate flexible benefit plan, resulting in \$422,000 annual savings while enhancing benefits to all employees.
- Project Leader for selecting and designing the fast-track Human Resources Management System (HRMS).
- Played an integral role in the organization, achieving recognition as among the "Best Places to Work" (2012-Present) and as a "Fit-Friendly" workplace by the American Heart Association.

Saint Joseph Hospital, Chicago, IL2006-2011

DIRECTOR, Human Resources

Overseer short- and long-range planning functions, developing goals, objectives, and strategic plans to ensure quality services and fiduciary health for 120-bed, acute-care facility serving three counties in Illinois. Served as executive leader of Employee Health Clinic. Managed an eight-member team and an annual budget of \$14M.

EMPLOYMENT MANAGER

- Supervised cross-functional teams to overhaul recruiting processes through integration of web-based and mobile application procedures, and upgraded the performance evaluation process by using position-specific criteria aligned with organizational goals.
- Awarded the "Alliance for Workplace Excellence" award for leading internal customer service upgrade initiatives.

Genesis Health System, Chicago, IL2004-2006

DIRECTOR, Human Resources | Privacy Officer

Lead as eight-member team delivering full-scale human resources services to 27 Health Care Centers in greater Chicago area.

- Created master plan to unify the organization and its employees spanning multiple clinics in diverse locations.
- Established multiple internal communications and employee events to deepen employee engagement.
- Reduced payroll administration by three days and decreased payroll costs by converting an outdated payroll system to a state-of-the-art HRIS and automating a check and balance process between HR and Payroll.

Mount Sinai Hospital, Chicago, IL2001-2004

EMPLOYMENT MANAGER

Established an impressive record of achievement and advancement through series of progressively responsible positions, playing key roles in business-critical human resources programs. Entrusted to serve as interim Senior Director of HR, with full P/L responsibility. Served as a business partner to the Nurse executives, and provided organization-wide recruitment and retention strategies.

- Supervised applicant-tracking system (ATS) modernization, resulting in a collaborative launch of a new web-based system.
- Reduced employee litigation incidents and expenses by establishing pre-emptive measures, including enhanced documentation and reporting, and ensuring policies/procedures were compliant with Federal and state mandates.

CAREER NOTE

Additional work in Human Resources Development Educator at Sacred Heart Hospital (Chicago, IL) and as Communications Manager with Mercy Hospital and Medical Center (Chicago, IL). Details available upon request.

EDUCATION

NORTHWESTERN UNIVERSITY, MS in Leadership (2013)

DEPAUL UNIVERSITY, MBA (Concentration – Human Resource Management) (2011)

DEPAUL UNIVERSITY, MA in Human Resource Management and Human Resource Development (2004)

LOYOLA UNIVERSITY CHICAGO, BS, Healthcare Administration

AFFILIATIONS

American College of Healthcare Executives (Member) • County Health Promotion Coalition (Board Member)

American Society of Healthcare Human Resources (Member) • Society for Human Resource Management (Member)

Human Resource Management Program, DePaul University (Member)

TopResume

TEMPLATE.NET





Pitch book template for investment banks. Investment banking pitchbook pdf. Investment bank pitch book. Pitchbook example investment banking.

Bankers like to complain about almost everything, but near the top of the complaint list is “investment banking pitch books.”Some Analysts claim that you’ll devote all your waking hours to creating these documents, while others say they’re time-consuming but not that terrible to create.Some senior bankers swear by pitch book presentations, claiming that they help to win and close deals, while others think they’re over-hyped.We’ll look at all those points and more in this article, including downloadable pitch book examples and templates for you to use.What Is An Investment Banking Pitch Book?Pitch Book Definition: In investment banking, pitch books refer to sales presentations that a bank uses to persuade a client or potential client to take action and pay for the bank’s services. Pitch books typically contain sections on the merits of the transaction; analysis of potential buyers or sellers; pricing and valuation information; as well as key risks to mitigate.That is the classic definition, but in practice, people use the term “pitch book” to refer to almost any presentation created by a bank.We’re going to focus on presentations to potential clients here because they tend to be the most time-consuming ones, and they generate the most horror stories as well.There’s no way to “measure” how much pitch books matter, but it’s safe to say that they’re less important than the time spent on them implies.Bankers win deals primarily because of relationships cultivated over a long time; a pretty presentation right before a company goes public means little compared with the 5-10 years of meeting the CEO and CFO before that point.Pitch books matter to you as an investment banking analyst or associate primarily because you’ll spend a good amount of time creating them – and you can’t screw up if you want a good bonus.How to Create a Pitch BookAlmost all investment banking pitch books use a structure similar to the following:Situation, Or “Current State”: Your prospective client is looking for growth.Complication, or “Problem”: The potential client’s growth rate has been slowing down.Hypothesis, or “Solution”: Acquiring a growing company can meet the potential client’s need for growth.Then, you go into detail showing why the hypothesis might be true – including why your team is qualified to lead this transaction, similar transactions you’ve led before, and the valuation this company can expect to receive.Investment Banking Pitch Book Sample PPT and PDF Files and Downloadable TemplatesHere are a number of example pitch books in editable Powerpoint (PPT, PPTX) and PDF versions, drawn from some of the case studies within our investment banking courses:Here’s what you can expect in the first few parts of any pitch book, including many examples from actual bank presentations:Pitch Book Presentation, Part 1: Pitching Your Team as the Advisor of ChoiceThe first section of investment banking pitch books introduces your firm’s platform, recent transactions, and team.You might include stats on your firm’s position in the league tables, or explain its growth story and how it’s different from its competitors. An extension you use may be preventing Wikiwand articles from loading properly. {{::readMoreArticle.title}} {{bottomLinkPreText}} {{bottomLinkText}} This page is based on a Wikipedia article written by contributors (read/edit). This includes details on the client company and its management, customized aspects of the specific project, and key financial ratios. It’s just a matter of applying the technique to your pitch book. You might also include quick valuations of potential targets.Instead of profiling potential acquirers, you’ll profile potential targets. Thank you! An investment banking pitch book is a marketing device/sales book created by investment banks/firms. Then when you get to write the pitch book, I would like you to remember the following things and incorporate them into your pitch book format: Structure: Highlight your strengthsShow how you are different from the competition.Showcase experience of the team Length: Ideally, it should be between 10 to 20 pages/slides.It should be concise – you don’t need to detail everything.Preferably have one concept per page.Always use the appendix for back up. Contents of an Investment Banking Pitch Book This pitch book contains slides showing the investment bank’s organization details, its vision and mission, history, global presence, key management personnel, and size of the company.It will also contain information about recent deals, sector-specific clientele list, and the services provided to them. Images, videos and audio are available under their respective licenses. 3. You may support this data with graphs showing market growth rate, the firm’s positioning overview, and valuation summary, thus making a bold representation of the firm’s potential to serve the client.Depending on whether you are making a pitch report for M&A or IPOs, the deal-pitch book shall include not only a list of potential buyers, or possible acquisition candidates and financial sponsors, but also their detailed descriptions.The deal pitch book needs to be appended with relevant financial models, graphs, statistics, league tables wherever necessary.And lastly, it summarizes the proposal and provides advice & recommendations, the bank’s role and contribution in attaining the client’s goals and timelines. You have to identify your key messages and differentiators and who the audience is and adapt your pitch book accordingly. Breaking Into Wall Street (BIWS) is offering an excellent program on creating Pitch Books. And if you implement the MD’s version based on seniority, the others may fight back.Random Graphic Design Work – This one is more of an issue at boutique firms that lack presentations departments, but sometimes you’ll have to spend time creating fancy visual elements on slides – which end up being useless once your MD changes his mind and rips out those slides.What Do You Need to Know About Pitch Books as an Intern or New Hire?If you’re new to the industry, you should familiarize yourself with the layout and design elements of pitch books, but you do not need to be an expert on the creation process.Different banks use different tools and methods, so it might be counterproductive to learn too much in advance.You should also learn the key PowerPoint shortcuts very well, including how to customize PowerPoint to make it more efficient (see our tutorial on PowerPoint Shortcuts in Investment Banking below):Everyone knows that Excel is important in finance, but people tend to underestimate PowerPoint – even though most junior bankers spend more time in PowerPoint than Excel.To learn those efficiently, check out our PowerPoint Pro course, which covers the fundamentals of presentation creation, including how to set up PowerPoint properly in the first place, alignment and formatting tricks, slide organization, pasting in Excel data, and applying the “finishing touches.”There are also practice exercises for creating deal and company profiles and fixing slides with formatting problems. If you learn all that and understand the structure and layout of investment banking pitch books, you won’t have much to complain about – even as the other interns and analysts around you are whining. 1. There is no scope for any mistakes, as it might leave a negative impression of the firm on the client. A deal-pitch book is used to illustrate details such as mergers & acquisitions (M&A), IPOs & debt issuance. For faster navigation, this frame is preloading the Wikiwand page for Pitch book. If you’re using HTTPS everywhere or you’re unable to access any article on Wikiwand, please consider switching to HTTPS ( ). Leave a comment below to let me know what you think. As a FinanceWalk reader, you get \$397-Free Bonus when you Sign Up for this course. In short, I would say that the term “pitch book” is used for almost any type of PowerPoint presentation that one creates in investment banking for attracting new clients. Here are a couple of examples:[Source][Source]You might also write about distribution partnerships and other strategic developments here.The next section consists of credentials, which include similar transactions your team has completed. It also comprises of significant achievements of the firm that would help set forth the firm’s efficiency. Pitch Book Template/ Example PDFs Pitch book US templateJP Morgan Pitch Book Now I’ve Got a Question for You... How do you plan on using this post to write investment banking pitch books? Deal pitch book As the name suggests, this type of pitch book is created specifically for a particular deal. To avail of this offer, buy this program from this link. The first thing you need to remember is that the pitch book is like a salesman for your organization. Graphics: Use graphics to emphasize key points or strengths but do not overdo it. Want to Create Top Quality Professional Investment Banking Pitch Books? equity analysis.Other Types of Pitch BooksMany other presentations get labeled “pitch books” even if banks pitching their own services do not create them.For example, management presentations for pitching clients to potential buyers are often labeled “pitch books.”However, they’re just extended versions of the Confidential Information Memorandum (CIM).And in the EMEA region, they’re the same thing because CIMs tend to be more like presentations than written documents.Banks also create presentations to deliver Fairness Opinions, update clients on recent buyer or seller activity, and update clients on the status of M&A deal negotiations.None of these is a pitch book according to the classic definition, but the slides often look similar, and there may be some common elements, such as the valuation section. Why Do You Spend So Much Time on Investment Banking Pitch Books as a Junior Banker?Not all pitch books take days or weeks to complete – shorter ones might require only a few hours of work.But they can easily spiral into never-ending projects that require all-nighters and extraordinary effort to finish, resulting in those legendary investment banking hours.That’s because of:Attention to Detail – You’ll spend a lot of time making sure your punctuation is consistent, that all the footnotes are in the right spots, and that the dates are correct.Dozens of Revisions – Senior bankers love to make changes well past the point of diminishing returns. Market overviews / Bank introductions – (main pitch book): This type of investment banking pitch book would include all details that one needs to have about the investment firm. Statistics related to recent deals, profits, details of successful investments, current trends, and deals in the market are also illustrated. So now that we have understood the different types of pitch books let’s focus on the anatomy of a pitch book. You might also want to append “league table” slides portraying the firm’s ranking as compared to competitors. The main pitch book will also include slides on the market overview, such as competitor’s performance, current trends & deals in the market. It’s not uncommon to see “v44” at the end of file names.Conflicting Changes – The Associate wants one thing, the VP wants another, and the MD wants something else. The information should be brief and to the point with a simple but professional layout. Finally, there isn’t one right way to make a pitch book. Now let us study the art of writing a pitch book by using an investment bank pitch book example... Assuming you are an Investment Banker and need to create a pitch book for a new client highlighting your firm’s critical competencies. X This article was just edited, click to reload This article has been deleted on Wikipedia (Why?) Back to homepage Please click Add in the dialog above Please click Allow in the top-left corner, then click Install Now in the dialog Please click Open in the download dialog, then click Install Please click the “Downloads” icon in the Safari toolbar, open the first download in the list, then click Install {{::root.activation.text}} Install on Chrome Install on Firefox Please help us solve this error by emailing us at support@wikiwand.com Let us know what you’ve done that caused this error, what browser you’re using, and whether you have any special extensions/add-ons installed. Hence, this type of pitch book needs to be updated regularly. If you are using an Ad-Blocker, it might have mistakenly blocked our content. It is a sales presentation that details the main attributes of the firm, to secure a deal for the investment bank with the potential client. Case Studies: Use appropriate case studies wherever possible. Types of Investment Banking Pitch Book Now, let’s look at the different types of investment banking pitch books based on the purpose for which they are created. Contents of a Sample Management Presentation Since this type of pitch book is created for current clients rather than potential clients, it contains less quantitative data and is customized to be more client-specific.It focuses more on client company details, such as company highlights, products, and services, market overview, its customers, organizational chart, financial performance & growth prospects.Such presentations are made after thorough interaction with the client and regular feedback sessions. Look and feel: Colours help to keep people’s attention but don’t make the document look like a festival of colours.Should be professional looking and leave a lasting impression So now that you have understood the contents of a sample investment pitch book, finally I would like to emphasize that a pitch book is a “leave behind” document, which will be used as a reference point by the prospective clients. I’m sure you can see the potential the examples above have to improve your pitch book presentations. Subordinated Notes, and explain which one is best based on that.For more examples, please see the articles on ECM, DCM, and Restructuring.Also, see our coverage of IPO valuation models and debt vs. You will need to temporarily disable your Ad-blocker to view this page. It needs to be immaculate, professional, and at the same time, it should be convincing. This would include its background details, its vision & mission statements, history, and details about management. So I’d love to hear what you have to say. This list is often longer than the list of potential buyers because a large company could, in theory, choose from hundreds or thousands of potential targets to acquire.Buy-side M&A pitch books are often shorter than sell-side ones, but they can be more tedious to create due to the longer profile lists.As a junior banker, you won’t have much input into the acquisition targets that are profiled in these presentations, but senior bankers try to present ideas that.Maintain or exceed the firm’s cost of capital.Maintain the firm’s competitive advantage.Enhance the firm’s ability to serve clients.Help the firm expand into high-growth geographies or industries.Large companies often meet with dozens of bankers per month, so originality can be important as well: many investment banks pitch the same set of acquisition targets repeatedly.If you present an idea the company has seen 100 times before, they’re unlikely to be excited – but if you find a company they haven’t considered, or you have some exclusive insight, you’ll capture their attention.It’s tough to find real investment banking pitch books for these transactions because most buy-side M&A deals never close, so the banks do not disclose any of the documents.But here are a few company profile and associated commentary slides similar to the ones found in buy-side pitch books:Equity Pitch Book and Debt Pitch Book Examples for Financing MandatesIn financing mandates – for equity, debt, and even restructuring deals – there are a few major differences compared with the investment banking pitch books described above:No Profiles – You are simply pitching the company on raising capital or restructuring its capital, so there is no need to discuss potential buyers or sellers.Financing Models Instead of / or In Addition to Valuation – Valuation still matters for equity and restructuring deals, but you will also have to present additional analyses that are relevant to the deal.For example, if you’re pitching an IPO, you might show the range of multiples at which the company could go public, the range of proceeds it might receive, and how its value might change after the deal.In a debt deal, you’ll show the credit stats and ratios for the company under different scenarios, such as Term Loans vs. These books include detailed information about the investment firm, its history, broad financial details, and its achievements. A pitch book tangibly represents the investment bank/ firm; hence the details it contains must be accurate and up-to-date. It focuses on marketing the firm’s services and products. Since pitch books are of different types based on specific purposes, let us try and understand in detail what the contents of each type discussed above are. 2. This presentation focuses on exhibiting how they can specifically cater to their client’s financial and investing needs. Contents of a Sample Deal Pitch Book This book contains slides on specific details that make your firm look attractive and efficient. Thanks for reporting this video! An extension you use may be preventing Wikiwand articles from loading properly. Since turnover at banks is high, these lists often include transactions completed by team members when they were at other banks.Here are a few examples:[Source][Source][Source]These pages look simple, but they can be time-consuming to put together because you need to find the most relevant deals and rearrange elements from other presentations.You may also go into more detail on a few deals and devote entire pages to them.Banks often call these 1-page descriptions “case studies,” and you can see a few examples below:[Source][Source]Finally, this section will include a team biography, including previous firms, relevant deals/clients, and education for each member:[Source][Source][Source]Pitch Book Presentation, Part 2: Providing Background and ContextBefore you move into the specific situation of the company you’re meeting, you’ll usually share some updates on the industry as a whole and recent deal activity in the sector.Unlike the first part, which was about your team’s experience, this one is more about general trends that affect everyone.For example, if a tech startup is considering an initial public offering, you’ll review tech IPOs from the past 6-12 months, explain how they’ve performed, and discuss the types of companies that tend to go public.Here are a few examples of industry updates:[Source][Source]And here are a few examples of deal/transaction updates:[Source][Source][Source]Pitch Book Presentation, Part 3: Choose Your Own AdventureAfter these first few sections, which are similar in any pitch book, the structure and content start to differ based on what the bank is pitching.We’ll look at three broad categories here:Sell-side mandates (i.e., convince a company to sell itself)Buy-side mandates (convince a company to acquire another company)Financing mandates (raise debt or equity)You’ll start by including a few slides on how your bank would position the company and make it attractive to potential buyers.For example, if the firm is a traditional services provider with a growing online presence, you might attempt to spin it as a “SaaS” (Software-as-a-Service) company – within reason.If you’re pitching a large company on a divestiture, you might explain how you’ll make the division sound like more of a standalone entity – meaning that buyers won’t have to spend as much time and money integrating it.Next, you’ll lay out the company’s valuation and the price it might expect to receive in a sale.This valuation section might be only 1-2 slides in a short pitch book or 20+ slides in a longer one.Common elements include the “football field” valuation graph, output of a DCF model, comparable public companies, and precedent transactions.The “football field,” or summary valuation, pages range from simple to more interesting to so complicated they could be eye charts.Here are a few examples of other valuation-related slides:[Source][Source][Source][Source]It is unusual to include a Contribution Analysis or any M&A analysis in this section unless the deal is highly targeted or has advanced quite far.After the valuation section, you’ll discuss “potential buyers,” a list that is sometimes the longest and most time-consuming section of the entire pitch book.Short summaries aren’t too bad, but if a senior banker wants a full page on each acquirer, you can look forward to a lot of monotonous work gathering the information.Here are a few shorter examples:[Source][Source]You’ll conclude the pitch book with a summary of your recommendations and the company’s next steps.For example, you might suggest that the company pursue a targeted sale process with the 5-10 best buyers and aim to complete a deal within 12 months.These slides tend to be generic ones, used across multiple presentations:[Source][Source]Finally, in longer investment banking pitch books, there is often an Appendix with more detailed models and data, and sometimes even longer lists of potential acquirers.No one reads this section, but bankers enjoy spending time on unnecessary work (read: evidence of effort).Investment banking pitch books for buy-side M&A deals follow a similar structure, with a few key differences:The “Positioning” part in the beginning might be more about the types of acquisitions the company should pursue and how your bank will help close these deals.There may be valuation information, but the purpose will be different: in buy-side deals, you value the buyer to estimate how much a stock issuance to fund the deal might be worth. Management presentations Once the client comes on board with the deal, the management presentations are used to pitch the clients to the investors. So the pitch book must be as crisp as possible but, at the same time, showcases the core competencies of the Investment Bank. The primary purpose of the pitch book is to stimulate discussion between the potential client and the sales team of the investment bank. As compared to the main pitch book, the deal type may also list down the firm’s notable achievements and clients to assure acceptability and prospective partnership. Text is available under the CC BY-SA 4.0 license; additional terms may apply. It focuses on the client’s goals and how the investment firm can help achieve them.

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