

SALLY STUDENT
Smith City, CA 55555
(562) 123-4567 ■ student@mycollege.edu

OBJECTIVE

Position as Management Trainee for ABC Incorporated.

SUMMARY OF QUALIFICATIONS

Dedicated, energetic individual with over two years experience as assistant manager. Proven ability to prioritize and process heavy workflow while supervising others. Detail-oriented with superior organization, coordination, and communication skills. Recognized for ability to perform well under stress.

EDUCATION

Candidate, **Bachelors in Science, Business Administration** 2013
University of Wonderland, CA

- Concentration in Business Management. Minor in Economics. Dean's List.
- Coursework includes Business Ethics, Business Law, Financial Management.

EXPERIENCE

Assistant Manager, A1 Retail Company, Smithtown, CA 2010-present

- Supervise and prioritize tasks of ten sales clerks to ensure highest level of efficiency.
- Plan sales strategies, give product presentations, and resolve customer relations issues.
- Coordinate weekly inventory deliveries and maintain accurate records of inventory using inventory management software.
- Developed and implemented new training program that resulted in 100% employee retention rate.

Sales Associate, Best Products, New City, CA 2008-2009

- Provided complete customer service in sales and returns, resulting in highest sales volume and fewest sales returned among part-time staff.
- Listened carefully to customers to ascertain their needs; conveyed information clearly and effectively while describing and recommending products to meet their needs.

Community Volunteer, Smartville and Goodville, CA 2006-2009
Newsletter Editor, Association of Professional Women (2006-2009)
Outreach Coordinator, Helping Hands, CA (2006-2007)

- Published quarterly newsletter, maintained correspondence with association members, and researched relevant changes in legislation.
- Coordinated outreach efforts of two dozen volunteers, secured over \$15,000 in donations, and conducted presentations to community member.