

## SALLY STUDENT

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

### OBJECTIVE

Position as Management Trainee for ABC Incorporated.

### PROFESSIONAL SKILLS

#### Computer

- Windows and Macintosh operating systems
- Microsoft Word, Excel, PowerPoint

#### Communication, Interpersonal, and Teamwork

- Acknowledged for high productivity level
- Published and composed articles for quarterly newsletter for professional association
- Recognized for establishing and maintaining cooperative working relationships with clients and co-workers

#### Managerial

- Developed and implemented new training program that resulted in 100% employee retention rate during first year
- Demonstrated effective multi-tasking abilities while supervising ten sales clerks
- Coordinated fundraising efforts of ten volunteers for community organization, meeting goal of raising over \$15,000 in one month

#### Customer Service and Sales

- Applied effective sales strategies resulting in highest volume of part-time sales
- Resolved customer relations issues to customer and company satisfaction
- Recognized for having fewest sales returned

### EXPERIENCE

**Assistant Manger**, A1 Retail Company, Smithtown, CA 2010-present  
Was promoted to Assistant Manager after only three months. Reported to both manager and company owner. Acknowledged for high productivity and excellent teamwork.

**Sales Associate**, Best Products, New City, CA 2008-2009  
Served as Sales Associate for high volume electronics superstore. Awarded Sales Associate of the Week three times.

**Community Volunteer**, Smartville and Goodville, CA 2006-2009  
Volunteered as Newsletter Editor for management-based professional association, and Outreach Coordinator for organization supporting adult literacy.

### EDUCATION

**Bachelor of Science, Business Administration** 2012  
University of Life, Wonderland, CA