

SALLY STUDENT

Smith City, CA 55555

(562) 123-4567 | student@mycollege.edu

OBJECTIVE Position as Management Trainee for ABC Incorporated.

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

WORK HISTORY

Assistant Manager A1 Retail Company, Smithtown, CA	2010-present
Sales Associate Best Products, New City, CA	2008-2009
Community Volunteer Association of Professional Women, Smartville, CA Helping Hands, Goodville, CA	2006-2009

EDUCATION

Bachelors of Science, Business Administration University of Life, Wonderland, CA	2012
--	------