

## SALLY STUDENT

(555) 123-4567 ▪ student@mycollege.edu

### PROFESSIONAL SUMMARY

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Dedicated, energetic individual with two years management experience. 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.

Areas of expertise include:

- Strategic planning
- Inventory oversight
- Training/supervising personnel
- Procedure development
- Social media platforms
- Team-building
- Event management
- Brand identity

### EDUCATION

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**Associate in Arts, Business Administration** 2022  
Great College, Los Angeles, CA

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

### EXPERIENCE

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**Assistant Manager**, A1 Retail Company, Los Angeles, CA 2021–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.
- Acknowledged for high productivity level and contributing to team environment.

**Sales Associate**, Best Products, Los Angeles, CA 2018–2021

- 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**, Los Angeles, CA 2017–2021

Newsletter Editor, XYZ Professional Association, CA (2019–2021)  
Outreach Coordinator, Helping Hands, CA (2017–2020)

- 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 members.