

# SALLY STUDENT

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Smith City, CA 55555 ▪ (555) 555-5555 ▪ 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

- Consistently acknowledged for high productivity level
- Recognized for establishing and maintaining cooperative working relationships with clients and co-workers

### Managerial

- Developed and implemented new training program resulting in 100% employee retention rate during first year
- Applied 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 leading to highest sales volume
- Resolved customer relations issues to customer and company satisfaction
- Recognized for having fewest sales returned

## EXPERIENCE

**Assistant Manager**, A1 Retail Company, Smithtown, CA 2021-present  
Promoted to Assistant Manager after three months. Reported to manager and company owner. Acknowledged for high productivity and excellent teamwork.

**Sales Associate**, Best Products, New City, CA 2018-2021  
Served as Sales Associate for high volume electronics superstore. Awarded Sales Associate of the Week three times.

**Community Volunteer**, Smartville and Goodville, CA 2017-2021  
Volunteered as Newsletter Editor for management-based professional associations and Outreach Coordinator for adult literacy program.

## EDUCATION

**Bachelor of Science, Business Administration** 2022  
University of Life, Wonderland, CA  
GPA: 3.35 cumulative; 3.67 in major