

SALLY STUDENT

(555) 555-5555 ■ Smith City, CA ■ student@mycollege.edu

SUMMARY

Collaborative leader with 5 years management and sales experience. Dedicated to partnering with colleagues to promote engaged, empowering work culture. Document strengths in building and maintaining relationships with diverse range of stakeholders in dynamic, fast-paced environments.

SKILLS

Computer

Staff Supervision and Development

- Multiple social media platforms
- Microsoft and Google suites

Managerial

- Project management
- Cost control
- Strategic planning

Customer Service and Sales

- Customer relations
- Closing and contract negotiations

WORK HISTORY

Assistant Manager 2021 - present

A1 Retail Company, Smithtown, CA

- Developed and implemented training program resulting in 100% employee retention

Sales Associate 2018 - 2021

Best Products, New City, CA

- Applied effective sales strategies leading to highest volume of part-time sales

Community Volunteer 2017 - 2021

Association of Professional Women, Smartville, CA

Helping Hands, Goodville, CA

- Published award-winning newsletters for professional associations

EDUCATION

Bachelor of Science, Business Administration 2022

University of Life, Wonderland, CA

GPA: 3.35 cumulative; 3.67 in major