

SAMPLE STUDENT

Palatine, IL 60067 | 847-555-5555 | samplestudent@gmail.com | www.linkedin.com/in/samplestudent

SUMMARY

Experienced professional with strong management and administrative skills. Excellent communication and technical skills. Highly productive working with teams and independently. History of working with diverse populations. Customer focused, detail oriented and motivated to successfully exceed expectations. Fluent in English and Spanish.

PROFESSIONAL SKILLS AND ACCOMPLISHMENTS

Management and Administration

- Recruited, hired, trained, supervised, and evaluated personnel in customer-oriented environment
- Effectively managed diverse workforce enhancing morale through positive recognition and reinforcement based on commitment to fair and equal treatment
- Oversaw accounting procedures for annual store revenues in excess of \$1.75 million
- Handled all banking functions including payroll, deposits, vendor payments and loans
- Excelled in managing personnel to work consistently, effectively, and productively as a team to achieve goals of customer service, meeting deadlines and working within budget
- National Sales Award winner for increased sales and total revenues – 20xx

Communication

- Prepared weekly, monthly, and annual retail revenues, banking, and productivity reports
- Developed and implemented award winning marketing campaign utilizing social media, direct mail and radio and television ads
- Created and taught comprehensive customer service training package to managers and assistant managers
- Utilized effective presentation techniques to engage and persuade audiences
- Identified and discussed key issues and set example to communicate clearly, coherently and with credibility

Technical

- Microsoft Office: Word, Excel, PowerPoint, Outlook, Access
- Created processes and systems for inventory control and tracking reducing stocking overhead by 30%
- Knowledge of inventory barcode systems

EXPERIENCE

Administrative & Customer Service Supervisor

Clerical Services, Inc., Schaumburg, IL

May 20xx to August 20xx

Manager – Customer Relations

ABC, Inc., Palatine, IL

November 20xx to April 20xx

LICENSE

Real Estate License, State of Illinois

August 20XX

EDUCATION

Northeastern Illinois University, Chicago, IL
Bachelor of Arts Degree, Business Administration

Harper College, Palatine, IL
Associate in Applied Science Degree, Accounting