

Sample Student
Palatine, IL 60067
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OBJECTIVE: Management trainee position in banking

PROFESSIONAL SKILLS

Management & Administration

- Recruited, hired, trained, supervised, and evaluated personnel in customer-oriented environment
- Instituted inventory control and tracking system which reduced stocking overhead by 30 percent
- Oversaw accounting procedures for annual store revenues in excess of \$1.75 million, handled all banking functions

Communications

- Wrote weekly reports on retail revenues, banking, and productivity
- Won 20xx National Sales Award for increased sales and total revenue
- Merchandised products on weekly basis
- Developed and implemented marketing campaign utilizing direct market, radio and newspaper advertisements which led to achievement of the National Sales Award
- Taught comprehensive customer service training package to assistant managers and floor staff

Technical

- Strong knowledge and aptitude of PC and mainframe computer use and applications
- 40 credit hours in Finance, Credit, and Accounting
- Real Estate License

EDUCATION

Northeastern Illinois University, Chicago, IL May 20xx
Bachelor of Arts, Liberal Arts

Harper College, Palatine, IL
Associate in Applied Science, Accounting May 20xx

WORK EXPERIENCE

Manager, TJ Maxx, Schaumburg, IL August 20xx – Present

Cashier, TJ Maxx, Skokie, IL June 20xx – August 20xx