

**William R. Harper, Jr.**  
1200 West Algonquin Road  
Palatine, IL 60067  
847.555.5555  
wrharper@mail.harpercollege.edu

**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