

# **JOHN Q. PUBLIC**

55 Street Address

Yourtown, STATE 55555

(555) 555-5555

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## **Objective**

A role in the field of public relations or business management that will utilize my business skills.

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## **Education**

**Bless University School of Business, Yourtown, STATE**

**Candidate, MBA in Marketing, GPA 3.5/4.0**

December 1994

**Catatonic State College, Yourtown, STATE**

**BA in History, GPA 3.2/4.0**

June 1990

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## **Work Experience**

**Dansing Disk Corporation, Yourtown, STATE**

**Warehouse Manager**

5/89 - 8/91

- Managed shipping, receiving, delivery, and general material handling.
- Supervised 35-50 full and part-time personnel.
- Developed and implemented reporting systems for daily operations that increased productivity by 40%.

**Owta, Incorporated, Yourtown, STATE**

**Marketing Assistant**

5/88-4/89

- Generated over 30 new clients.
- Maintained accounts with over 60 existing clients.
- Compiled statistical reports for presentation at monthly board meetings.

**McSplatter's Restaurant, Yourtown, STATE**

**Sales Associate**

4/86-4/88

- Supervised and scheduled a staff of 20 food-service associates.
  - Designed and implemented "Bobbing for Beef" employee incentive program, resulting in recognition from national headquarters.
  - Increased store profitability through focused marketing campaigns.
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## **Special Skills**

Language: Fluent in French and Spanish.

Computer: WordPerfect, Lotus 1-2-3, Lotus Notes.

Executive Presentations, Report Writing, Group Facilitation.

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## **References**

Furnished upon request.

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# RESUME-01

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