

**JEANNE JOB HOPPER**  
Box 000  
Boston, Massachusetts 02100  
617/ 000-0000

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### **SUMMARY**

Successful professional record encompassing marketing support, inside sales, and customer service  
• Solid communication skills • Demonstrated ability to manage simultaneous projects and meet deadlines • Strong organizational and problem-solving ability • Computer experienced.

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### **PROFESSIONAL EXPERIENCE**

**Administrative Manager** • TJA • Boston, MA 2/86 to 2/87

- Supported Marketing Development Manager in the preparation and production of product literature for trade shows and sales presentations. Assisted in the implementation of corporate identity materials with new company name and logo.
- Provided administrative support to the International Marketing Department during Manager's extensive travel. Furnished international dealers with appropriate distributorship agreements, data sheets, and brochures.
- Directly supervised temporary support staff.

*Position was eliminated due to departmental reorganization.*

**Inside Sales Representative** • PS INC. • Boston, MA 12/84 to 9/85

- Supported outside sales force in the management of East Coast high technology accounts.
- Established efficient methods to compile/maintain sales data and administer paperflow.
- Wrote and edited newsletter released to established and prospective customer base.

*Position was eliminated due to economic considerations.*

**Service Coordinator** • BDS • Boston, MA 2/84 to 12/84

- Coordinated network of representatives in the servicing of nationwide accounts.
- Resolved customer problems/technical inquiries and doubled dollar value of service contracts.
- Assisted in marketing research on newly released product.

*During company strike, recruited by PS, Inc. President.*

**Office Manager** • DCS, INC. • Boston, MA 8/83 to 2/84  
**Credit Manager** • BBS • Boston, MA 5/82 to 7/83

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### **EDUCATION**

**Bachelor of Arts** in English with Biology background 1981  
HCK COLLEGE • Boston, MA

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*References available upon request*

