

# RESUMÉ

## Objective

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

## Experience

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1989-1991 - **Warehouse Manager, Dansing Disk Corporation, Yourtown, STATE**, Managed shipping, receiving, delivery, and general material handling. Supervised 35-50 full and part-time personnel. Coordinated over 25 projects. Developed and implemented reporting systems for daily operations that increased productivity by 40%.

1988-1989 - **Marketing Assistant, Owta, Incorporated, Yourtown, STATE**, Generated over 30 new clients. Maintained accounts with over 60 existing clients. Compiled statistical reports for presentation at monthly board meetings. Assisted in design and implementation of tracking system.

1986-1988 - **Sales Associate, McSplatter's Restaurant, Yourtown, STATE**, 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.

## Education

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### **Masters of Business Administration**

Bless University, Yourtown, STATE, 1989

### **Bachelor of Arts in History**

Catatonic State College, Yourtown, STATE, 1985

## References

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Fred Upton, Personnel Department  
McSplatter's Restaurant  
Yourtown, STATE 55555

Jean Lopez, Communications Department  
Bless University  
Yourtown, STATE 55555

John Q. Public

55 Street Address

Yourtown

STATE 55555

(555) 555-5555

# RESUME-08

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This archive contains twelve professionally designed resumé templates. The templates are for use with PageMaker 5.0 for the Macintosh.

To use these templates, simply highlight the text you wish to change and type in the new text. You should also change the font and styles to suit your particular application. After changing the text, you may find that the formatting is altered. Anyone with basic knowledge of PageMaker should be able to fix any unsightly alterations.

The current headings are Objective, Education, Work Experience, Special Skills, and References. Of course, you may personalize these with such headings as Personal Data, Hobbies and Interests, Awards and Honors, etc.

Also included in this archive is an envelope template. Instructions are included on the template.

You are free to distribute these templates, provided that each template keep intact this second page of instructions and shareware payment procedures. Please do not distribute the templates without this second page of information.

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