

John Q. Public

55 Street Address
Yourtown, STATE 55555
(555) 555-5555

Objective

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

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

Work Experience

May 1989 - June 1991

Warehouse Manager, Dansing Disk Corporation, Yourtown, STATE

- Managed shipping, 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%.

May 1988-April 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.

April 1986-April 1988

Sales Associate, McSplatter's Restaurant, Yourtown, STATE

- Supervised and scheduled a staff of 20 food-service associates.
- Designed and implemented employee incentive program, resulting in recognition from national headquarters.

References

Furnished upon request.

RESUME-03

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