

Experienced Candidate Sample Resume

JOHN M. EXAMPLE

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Objective

To obtain a management position in customer service using my experience and education to be an asset to your organization.

Strengths

Organizational Skills... designed and implemented a new system to make a production process more efficient, resulting in a cost savings of \$50 a month and a time savings of 5 hours a week

Adaptability... trained in four diverse departments as a sales representative

Team Player... involved in group projects and team presentations

Integrity... entrusted with large amounts of funds in all job positions

Leader... directed new employees' orientation and training programs

Experience

Department Supervisor J&M Manufacturing Spartanburg, SC 2004-Present

- ◆ Supervise business operations improving business office functions and customer service
- ◆ Created and implemented a new system to make the production process more efficient
- ◆ Prepared order forms for inventory and placed orders for supplies
- ◆ Trained and delegated duties to five other employees increase company revenues
- ◆ Recognized as employee of the month for outstanding performance

Customer Service Representative Christian Supply Spartanburg, SC 2000-2004

- ◆ Supervised 5-10 employees in four sales departments increase store sales by 23%
- ◆ Processed cash drawers containing \$3000-\$5000 at the end of each evening shift
- ◆ Trained 4-5 employees per month in shift responsibilities and customer service
- ◆ Received pay raise due to personal sales increase

Education

Bachelor of Science in Comprehensive Business Management, Minor in Spanish May 2000
Bob Jones University, Greenville, SC

Business Communication Training (November 2002)

Accomplishments and Community Service

Awarded Employee of the Month
Promoted to Department Manager
Homeowners Association Officer
Received Bonus for Suggestion of the Year
BJU Alumni Association Member