

Text N 1 – Sample Resume

JANE RECRUIT
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Delray Beach, FL 33445
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SAMPLE

OBJECTIVE

To obtain a stimulating position in the retail industry that will exercise leadership skills, management experience and international study, and successfully begin a corporate career.

EDUCATION

Florida Atlantic University, Boca Raton, Florida
Bachelor of Science in Business, December 1999

WORK EXPERIENCE

JC Penney, Boynton Beach, Florida
Intern, Summer 1999

Assisted children's department merchandiser with seasonal buys, employee relations and customer service issues. Coordinated department meetings, created product focal areas, and implemented associate motivation program.

Dillard's, Boynton Beach, Florida
Sales Associate, September 1998 – January 1999

Aided customers with merchandise selection, maintained proper stock levels, designed visual presentations, and supported store management personnel.

Pier 1 Imports, West Palm Beach, Florida
Assistant Manager, July 1997 – September 1998

Provided customers with product expertise, completed store paperwork, maintained employee rapport, delegated visual projects and stock distribution, calculated weekly payroll.

Bugle Boy Factory Outlet, Vero Beach, Florida
Assistant Manager, June 1996 – July 1997

Assisted customers with product selection, processed weekly stock shipments, supervised sales staff of 7, displayed season merchandise, and communicated daily with district and corporate offices.

AFFILIATIONS

Bright Futures Scholarship Recipient

SIFE, Vice President, 1998-1999
Recipient, Leadership Award, Spring 1999

American Marketing Association, President

Habitat for Humanity