

# First & Last Name

Email: LastName9786@gmail.com

Phone: (555) 555-5555

Address: 555 First St., Springfield, Ohio 55555

## Objective

Seeking a supervisor or management position because that's not obvious from me sending you my resume.

## Education

### **The Best Undergrad University Ever**

Springfield, Ohio May 2008

*Bachelor of Arts in Make a Lot of Money; Minors Religion and Biology*

GPA: 2.0

- Member of XYZ sorority
- Volunteered with Big Brothers Big Sisters

## Work Experience

### **Most Recent Job**

Springfield, OH January 2012 –Present

- Created power point presentations for business development
- Member of the firm's strategic planning committee, where I implemented XYZ strategy
- Research and writing focus

### **Second Most Recent Job**

Springfield, OH October 2011 – December 2011

- Part of the Marketing Group.
- Team lead on marketing strategies, including social media for the firm
- Increased firm participation on social media.

### **Third Most Recent Job**

Springfield, Ohio Fall 2010

- Designed, conducted, and implemented successful team meetings across the company.
- Managed and organized inventory for entire company.

### **Fourth Most Recent Job**

Springfield, OH Summer 2010

- Motivated 10 people on my team to generate 20% more sales
- Oversaw 10 people on my team; set and achieved team goals

### **Fifth Most Recent Job**

Springfield, Oh January 2009-May 2010

- Waited tables
- Managed money and people well

## **First & Last Name**

### **Licenses**

- Series XYZ license.

### **Personal Interests / Skills**

Continuous improvement, management, leadership, organization, interviewing, presentations, payroll, Microsoft Office, accounting.

### **References**

My references are available upon request