

111 Any Street
3333
City, NE 11122
careerseven@gmail.com

FULL NAME

(Available for Relocation)

Phone: 111-222-

Email:

Dedicated customer service professional with MBA background offering versatile and diverse managerial skills to increase client retention and boost company revenue

(The standard "Objective" that always used to be included on resumes is outdated. The Objective simply stated your desired position, which is little use to a potential employer. We recommend a Profile or Headliner instead, an example of which is shown above. It captures your main traits or experiences that best relate to the job you are applying for. It should be edited and updated for each different potential job.)

PROFILE OF QUALIFICATIONS

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- Operations Management: Promoted from entry level positions to staff and management positions.
 - Staff Development/Training: Trained and developed inexperienced sales and administrative support staff into a multi cross functional staff.
 - Process Improvement: Placed the highest priority on facilitating an inviting environment where clients/customers would want to return for repeat purchases. Streamlined processes in receiving and purchasing to reduce labor and freight expenses, lower returns, and obtain more discounts.
 - Accounts Payable/General Ledger: (Please describe how you performed your job with emphasis on accomplishments.)
 - Technical/User Support: (Please describe how you performed your job with emphasis on accomplishments.)
 - Inventory Management: (Please describe how you performed your job with emphasis on accomplishments.)
 - Trend Analysis/Forecasting: (Please describe how you performed your job with emphasis on accomplishments.)
 - Marketing & Promotions: Launched bookstore's first web site to capture out of state students and alumni merchandise and book orders.
 - Customer Relations: Extensive experience handling a variety of different clientele through various levels of communication, from customers, vendors, staff, faculty, distributors, publishers, and entrepreneurs.
 - Offer advanced computer skills in MS Office Suite and other applications/systems.

(This section really helps to drive home to the potential employer the fact that you are an excellent fit for this position. It should focus on the skills and experience most relevant to the job you are applying for. When necessary, change verb tenses from present to past to reflect the time these functions were performed. For example: Use the past tense if this was performed on a previous job and not during your current position.)

PROFESSIONAL HISTORY

Customer Solutions Agent, Company Name
2010 – Present
Retail Associate, Company Name
2009 – 2009