

John Smith
1000 Main Street
Anytown, WA 99999
(555) 555-5555

Objective: A permanent, professional position as a **Financial Planner**.

Education
Bachelor of Arts in Finance
ABC University • Anytown, WA • 2007

Course Work Includes:

- Portfolio Management & Analysis
- Corporate Finance
- Futures & Options
- Bonds & Derivatives

Summary of Qualifications

Field Expertise. Extensive experience in retail/marketing management, including specific experience in outside sales and customer networking. Successfully recruited, trained and supervised staffs of up to 40. Proven leadership capabilities. A solid track record of building trust and achieving results.

Interpersonal Communication Skills. Adept at developing a rapport with clients and co-workers. Personable. Tactful.

Strong Work Ethic. Highly motivated and professional. Demonstrate initiative and a proactive approach to sales. Quality-focused.

Computer Skills. Proficient in MS Word and Excel, as well as proprietary POS systems. Trained in MS Access.

Professional Experience

Operations Management

- Controlling costs to meet established budgetary parameters.
- Motivating employees to achieve higher sales; leading by example.
- Recruiting, scheduling, mentoring, evaluating and terminating staff.
- Training management interns in leadership, profitability, productivity and technology.

Client Service

- Providing progress evaluations for clients.
- Creating a positive environment for both customers and employees.
- Identifying client needs and recommending products/services accordingly.
- Networking within community to build loyalty and enhance company image.

Inventory Management

- Tracking demand for merchandise.
- Maintaining strong product knowledge.
- Maximizing selling space and improving product presentation.
- Receiving and transferring stock; processing damaged merchandise.

Employment History

Sales Manager • ABC Store • Anytown, WA • 2004–2006

Achieved highest sales in district.

Store Manager • ABC Store • Anytown, WA • 2003–2004

Assisted in launching new store. Maintained lowest shrinkage in district.

District Manager • ABC Painting • Anytown, WA • 2000–2002

Promoted from **Intern** within several months of hire date. Recognized as top performing District Manager (summer 2001). Upheld company safety and quality standards in the field.