

Examples of Resumes

JANE K. DOE

123 Main Street ♦ Santa Barbara, CA 12345

Phone (877) 875-8776 ♦ Fax (904) 239-3165 ♦ Info@greatresumesfast.com

Accomplished and multi-faceted buyer with over 12 years of professional expertise in the fashion industry. Exceeds goals with an effective management style, superior communication skills and strategic business development planning. Successfully secures sales and revenue by capitalizing on growth opportunities.

Core Knowledge & Skills:

- ♦ Market Analysis
- ♦ Brand Promotion
- ♦ Inventory Maintenance
- ♦ Contract Negotiation
- ♦ Revenue Enhancement
- ♦ Client Services
- ♦ Account Management
- ♦ Sales Evaluation
- ♦ Personnel Management
- ♦ Merchandise & Display
- ♦ New Vendor Procurement
- ♦ Team Training & Mentoring
- ♦ Trend Anticipation & Forecast
- ♦ Strategic Business Development

PROFESSIONAL EXPERIENCE

SUNDANCE BEACH

Purchasing Manager/ Women's Buyer

Goleta, CA

2007 - present

Direct operations of merchandise purchasing, visuals and promotion. Purchase swimwear, sportswear, shoes, sandals and accessories for Women's and Girl's departments and supervise the purchasing and promotions for the men's department. Supervise a team of six.

- ♦ Contract with new vendors to increase profit margin from 43% to 53%.
- ♦ Reduced inventory costs by \$50,000 through controlled purchasing and inventory maintenance.
- ♦ Analyze and control OTB and current inventory for maximum profit.
- ♦ Created and implemented private label program for women and men with a 60% starting margin.
- ♦ Recommend procedures to reduce RA and sale merchandise.
- ♦ Oversee merchandising and display for women's department.

LUCY LOVE

Account Executive

Costa Mesa, CA

2002 - 2007

Managed all aspects of vendor accounts including establishing new accounts, maintaining inventories, collaborating with vendors for promotional demonstrations, and facilitating regional and national trade shows.

- ♦ Increased sales from \$20,000 to \$500,000.
- ♦ Secured contracts with major vendors Nordstrom and Sport Chalet.
- ♦ Supplemented the account base by 30 plus new accounts.
- ♦ Consistent reorder follow up.

HAWK CLOTHING / QUICKSILVER

Account Executive

Huntington Beach, CA

1998 - 2004

Secured vendors for an introductory clothing line. Coordinated and directed in-store promotional demonstrations to increase brand awareness.

- ♦ Spearheaded the successful introduction and promotion of new clothing by increasing sales to over \$1 million dollars.
- ♦ Expanded sales to include major market accounts.
- ♦ Responsible for all in store demos and skate demos
- ♦ Recognized with the *highest sales* award two years in a row.

PROFESSIONAL DEVELOPMENT

FASHION INSTITUTE OF DESIGN & MERCHANDISING

AA in Merchandising & Marketing

San Francisco, CA

1995

Corinna Anton

11726 San Vicente Boulevard • Los Angeles, CA 90049 • 310-555-1234 • E-mail: coran@one.com

Objective To contribute strong leadership and interpersonal skills, as well as highly applicable experience, to your firm in a marketing-management capacity

Professional Profile

- ♦ Goal-driven professional with 10 years of significant, progressive marketing experience and expertise that is highly applicable to marketing-management, including ability to deliver superior, personalized client service, cultivate strong business relationships, make real-time decisions, and resolve issues in a way that propels innovation and growth.
- ♦ Excellent team player who listens, thrives on collaborating with diversely talented team members, and integrates their divergent thoughts, opinions, and perspectives into meaningful action.
- ♦ Highly effective verbal and written communicator who is fluent in both English and Spanish.
- ♦ Energetic, competitive achiever who can inspire and motivate team members, successfully manage multiple priorities, and perform under pressure in a fast-paced, rapidly changing environment.
- ♦ Visionary and global thinker who is degreed in management and adept at training, developing, counseling, and coaching team members and clients.
- ♦ Computer-proficient performer with expertise in MS Windows 95, 98, NT, 2000 Pro, XP, MS Office 97, 2000, XP (Word, Excel, PowerPoint, Access, Outlook), MS Internet Explorer, Adobe Acrobat, and Quicken.

Highlights of Professional Experience and Accomplishments

All experience attained during career with Stover Martin Bank, 1993 to Present

E-Commerce ~ Web Marketing

- ♦ Tapped emerging market of PC and Internet users by simplifying approach and training on complex electronic-payment products, persuading management, and restructuring risk parameters.
- ♦ Designed and changed Web sites; created interactive Web demos for product launches.
- ♦ Participated on core team that delivered first-in-market Internet Automated Clearing House (ACH) Origination.

Marketing ~ Marketing Communications

- ♦ Oversaw strategic marketing planning of eight electronic-payment products that generated \$10+ million in revenue; focused on commercial banking customers, including Fortune 500 companies, as well as retail and small-business customers.
- ♦ Implemented pricing strategies, costing models, and ways to bundle products profitably; made profitability and pricing review recommendations.
- ♦ Conducted competitor and market research; developed strategies to convert other banks' customers to Stover Martin products when Stover Martin bought those banks.
- ♦ Optimized departmental advertising budgets and consistently developed marketing plans to implement projects effectively; designed marketing materials, including sales brochures, user guides, training materials, and online demos.
- ♦ Collaborated with advertising vendors for product launches to write customer-focused product brochures/letters.
- ♦ Created and/or oversaw all product-launch internal training materials, presentations, memoranda, and marketing/sales information, including memos, mass e-mails, and teleconferences.
- ♦ Streamlined marketing materials for products managed, providing automated mechanism for delivery that ensured consistent brand image.
- ♦ Successfully launched small-business product bundles, a marketing initiative that targeted small-business clients with cash-management services, including training sales force of 200+.
- ♦ Developed target marketing lists/call lists for sales force through information gathering and database mining.
- ♦ Designed and implemented new sales product information catalog.

Product Development/Management ~ Project Management

- ♦ Prioritized and project-managed eight Internet-based electronic-payment products through project lifecycle, including product development, vendor selection, and launch:
 - *Pre-implementation*: Functioned as primary driver of this phase, engaging in vendor-selection and one-year/five-year strategic planning, information-gathering, creatively filling gaps as needed, and developing listings of future enhancements and business cases.
 - *Project Phase*: Oversaw project implementation; served as primary decision-maker for parameters and team-builder across numerous departments.
 - *Product Launch*: Implemented marketing-communications strategy; functioned as primary contact and product spokesperson.
 - *Product Maintenance*: Kept abreast of system, quality, competition, pricing/costing, and audit/risk issues, as well as procedural/rule changes and vendor relations; developed promotions to address sales declines; revamped training materials to reflect changes.
 - *See accompanying Project Highlights.*
- ♦ Developed product ideas that outpaced the competition; identified common threads in three seemingly unrelated projects and opened market to these products.
- ♦ Implemented yearly product plans for products managed.
- ♦ Developed strategies to broaden product functionality.
- ♦ Mastered Assistant Product Manager role quickly; within six months launched products independently; earned promotion within eight months to Product Manager position.

Business Analysis ~ Process Improvement

- ♦ Developed business cases to persuade upper management to invest in product upgrades.
- ♦ Streamlined procedures through numerous innovative internal enhancements.
- ♦ Revamped system in which sales-input information was automatically triggered to Customer Service Department for set-up; professionalized letters at system's back-end to better target clients, enhance the client experience, and to ensure that letters were driven by marketing/brand strategy.
- ♦ Took initiative to optimize departmental training budget by researching training techniques and creating training; earned praise from upper and executive management for implementation techniques and consistently cited for creating "best in practice" ideas.
- ♦ Improved internal database to logically organize documents; revamped system became the company standard.

Professional Experience History

- ♦ Product Manager, Stover Martin Bank, Los Angeles, CA, Feb. 2003 to Present
- ♦ Assistant Product Manager, Stover Martin Bank, Los Angeles, CA, June 1999 to Feb. 2003
- ♦ Personal Banker, Stover Martin Bank, Los Angeles, CA, June 1993 to June 1999

Education

- ♦ *Bachelor of Business Administration in Marketing*, University of Texas, Austin, TX

BEN B. BARNES

1111 North Vista Grande Drive • Minneapolis, Minnesota 11111
Cell: 123-456-7890 • Home: 123.456-7890 • Email: benbarnes@aol.com

AUTOMOTIVE APPRAISER WITH 30 YEARS OF INDUSTRY-RELATED EXPERIENCE

SUMMARY OF SKILLS

A highly accomplished, dedicated, and disciplined automotive professional seeking to contribute to and grow with a dynamic, progressive, and innovative organization. Recognized as a self-directed team player and performer, consistently completing assignments proficiently and productively. A troubleshooter able to effectively and efficiently resolve issues and meet and achieve challenging goals and objectives. Direct and decisive leader with a "hands-on" management style. Results-oriented individual with an exemplary track record of success in arbitration, negotiation, subrogation review, field appraisal, claims management, personnel development, quality control, and scheduling.

CORE STRENGTHS

- *Material Damage Specialist*
- *Mitchell Estimating Systems*
- *Operations Maintenance*
- *Workflow Trainer*
- *Technical Proficiency*
- *Vehicle Damage Appraisal*
- *Field Auto Appraisal*
- *Investigative Research/Analysis*
- *CCC/Pathways Estimating*
- *Customer/Client Relations*
- *Restoration & Fabrication*
- *Scheduling/Time Management*
- *Subrogation Review*
- *Claims Examination/ Management*
- *Employee Supervision/Leadership*
- *Arbitration & Negotiation*
- *Diagnose/Troubleshoot Problems*
- *Collision Repair*

EDUCATION, TRAINING & CERTIFICATIONS

Multi-Line Certification, Vale International Property Damage Appraising Course
Expected Completion Date: May 2008

- Masters Estimating Course, Santa Barbara, California 2002
- Advanced Microwave technologies, National Institute of Electronics, Bakersfield, California, 1993
- Certificate of Web Design, Bakersfield Junior College, Bakersfield, California, 1993

KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Accustomed to dealing with a wide variety of professionals, vendors, clients, and customers; Provide exemplary customer service.
- Consistently selected to handle the more difficult claims including commercial vehicles, boats, recreational vehicles, and municipalities.
- Successfully responded to arbitrations and negotiated with claimant carriers.
- Possess initiative and competent investigative and deductive skills; adapt easily to new concepts and responsibilities.
- Field Independent.
- Demonstrated and highly developed research, analytical, and administrative capabilities.
- Excellent written, oral, team-building, and interpersonal skills.
- Verifiable ability to handle multiple assignments simultaneously under high-pressure situations.
- Tremendous time management skills; highly organized and efficient; consistently meet stringent deadlines.
- Specialist: general liability, vehicle property damage appraisal, comprehensive, total loss, and theft settlement; field auto physical damage; Drive-In Claims Estimator.
- Examine damages, evaluate practicality of repair versus replacement, prepare estimates; enter claim payments and new claims on computer system.
- Review insurance policies to determine coverage; investigate, evaluate, and settle claims, applying technical knowledge and human-relations skills to effect fair and prompt disposal of cases and to contribute to a reduced loss ratio.
- Transmit claims for payment or for further investigation.
- Organize and work with detailed office/warehouse records using specialized software to enter, access, search, and retrieve data.
- Instrumental in the launch of a Material Damage unit for the Northwest region.
- Assisted in the creation and implementation of a Subrogation Review department resulting in a savings for Safeco of over 1.2 million dollars by the 5th quarter of operation.
- Received the second highest level of five (5) (*consistently exceeds expectations*) on annual performance review, 2007.

Ben B. Barnes

Resume Page Two

CHRONOLOGY OF PROFESSIONAL EXPERIENCE

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|---|------------------------------|
| Blank Company, Minneapolis, MN <i>Independent Appraiser Coordinator/ Direct Repair Program Coordinator</i> | Mar. 2007 – Present |
| Safeco, St. Paul, MN <i>Subrogation Review Adjustor/Claims Examiner</i> | Jul. 2004 – Mar. 2007 |
| Emil's Body Works, Bakersfield, CA <i>Estimator/Office Manager</i> | Feb. 2004 – Jul. 2004 |
| Property Damage Appraisers Inc., Bakersfield, CA <i>Insurance Field Auto Appraiser</i> | Jan. 2003 – Feb. 2004 |
| Jim Burke Ford Collision Care, Bakersfield, CA <i>Estimator/Technician Team Leader</i> | Mar. 2001 – Jan. 2003 |
| American Purification Inc./Oakley Inc., Central/Southern, CA <i>Gas Chromatographer/Microwave Technician /Research Technician</i> | Jul.1998 – Mar.2001 |
| Bad Boyz Custom Street Rods, Bakersfield, CA <i>Estimator/Fabricator</i> | Jan.1996 – Jul.1998 |
| Valley Wireless Inc., Bakersfield, CA <i>Microwave Technician</i> | Dec. 1993 – Jan. 1995 |
| Springer Auto Restorations, San Jose, CA <i>Estimator/Restoration Technician</i> | Aug.1989 – Dec. 1992 |
| Sport Performance Auto Body & Paint, San Jose, CA <i>Estimator/Auto Body Technician/Painter</i> | Jun.1987 – Aug.1989 |
| Flying Colors Aircraft Refinishing, Watsonville, CA <i>Manager/Painter</i> | Jan 1986 – Jun.1987 |

References and Supporting Documentation Furnished Upon Request