

12345 Cottage Grove Avenue
Steger, Illinois 60475

Phone: (708) 123-4567
E-mail: WDSample@aol.com

Summary of Qualifications

- Experience in management and training in high-volume restaurant business.
- Over 3 years experience marketing in highly competitive market.
- Experience in online marketing research projects and point of purchase strategies.

Experience

XYZ Pizza, Smallville, Illinois, May 2006 to April 2008

Assistant Manager/ Driver Coordinator

Management Skills

- Managed shifts in multiple store locations, one having annual sales in excess of \$1 million.
- Executed troubleshooting duties for Director of Operations for daily workload.
- Collaborated with general manager on selection and hiring of new drivers to minimize turnover.
- Trained over 30 new drivers in alternate locations in Illinois and Indiana for better routing system.
- Maintained product quality and customer service standards through daily customer contact.
- Updated customer and map sector files in UNIX-based PROFIT System.

Marketing Skills

- Developed comprehensive marketing plan for four stores in East Central Illinois.
- Executed marketing-related research projects using the Internet and other methods.
- Researched potential external clients to develop marketing campaign to increase store sales.
- Implemented point-of-purchase sales strategies at all stores, resulting in a 20% profit margin.

MetriTech, Inc., Hometown, Illinois, May 2004-May 2006

Encoder/ Scorer/ Data Entry

- Scored open-ended examinations in mathematics and science for students in first-seventh grades in client school districts through a manual process for improved accuracy.
- Entered school and student data and scores into DOS-based database system.
- Teamed with faculty and staff to streamline the electronic scoring process for teachers.

Education

Governors State University, University Park, Illinois, August 2008

Bachelor of Science in Computer Science with Minor in Mathematics

Forest South College, Champaign, Illinois, Fall 2004

Coursework in Business and Management

Skills

- Experience with Microsoft Word, Excel, and Internet Explorer.
- Fluent in English, Spanish, and Italian languages.