

David Smith

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SUMMARY OF QUALIFICATIONS

- Experienced in high-volume recruiting and professional staff development.
- Knowledgeable in international trade and business management techniques.
- Ability to negotiate sales and marketing strategies in diverse settings.
- Well-versed in Microsoft Excel and Quickbooks.

EXPERIENCE

Primary Securitys, Main Town, Illinois, April 2019 to Present

Assistant Director

Administrative Skills

- Maintain security computer systems and video monitors; update the software when necessary.
- Consult with clientele to provide sufficient patrol and night watch.
- Enter accident reports into the computer database; double-check for accuracy.
- Observe health and safety issues on site; evaluate building codes and private access lists.

Blue Freight, Smallville, Illinois, May 2016 to April 2019

Assistant Manager/ Night Driver Coordinator

Management Skills

- Collaborated with General Manager on selection and hiring of new drivers.
- Recruited at logistics trade shows and colleges in Illinois and Northwest Indiana.
- Updated GPS and map sector files in UNIX-based PROFIT System.
- Developed detailed directions for freight drop-off, logging instructions, and trailer swapping.

American Bank, Hometown, Illinois, May 2015 to May 2016

Retail Account Manager

Marketing Skills

- Promoted from teller position due to relationship-building skills and enthusiasm.
- Acted as a liaison between the bank and retail agreements; increased accounts by 30%.
- Targeted specific retail market in region to increase diversity of business accounts.
- Gained extensive knowledge of Microsoft Office Suite to execute marketing correspondence.

EDUCATION

Governors State University, University Park, Illinois, August 2018

Bachelor of Arts in Business Administration, Management Concentration

AFFILIATIONS

Member of American Management Association, Chicago chapter, 2019 to Present