

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 Securities, Main Town, Illinois, April 2012 to Present

Assistant Director

Administrative Skills

- Maintain security computer systems and video monitors; update software when necessary.
- Consult with clientele to provide sufficient patrol and night watch.
- Enter accident reports into 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 2007 to April 2012

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 2001 to May 2007

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 2011

Bachelor of Arts in Business Administration, Management Concentration

AFFILIATIONS

Member of American Management Association, Chicago chapter, 2010 to Present