

Jane Doe

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Objective

To obtain a position in management which will utilize and develop my skills and experience while increasing company revenues.

Highlight of Qualifications

- Experienced manager with more than 15 years of industry experience
- M.B.A. and extensive training in seminars for working professionals
- Unique combination of experience in training, finance, marketing and project management
- Dynamic leader, consistently motivating others towards success

Professional Accomplishments

Management

- Successfully opened ABC Corp.'s new branch in North Carolina, increasing the company's profits by 20%.
- Projected ABC Corp.'s five and ten year budgeting, staffing and growth potential.
- Increased revenue for external training class participation by 12%.
- Trained and motivated staff to extend their best efforts at customer service

Training

- Implemented new software system to track employee growth and keep all branches aware of available training classes.
- Certified all staff members using board standards, increasing company credibility among competitors.
- Increased internal training class participation by 25%.

Work History

2000 – Present	ABC Corporation <i>Senior Training Manager</i>	Runner, NC
1995 – 2000	XYZ LLC <i>Branch Manager/Corporate Trainer</i>	Harryville, NC
1993 – 1995	ZZZ <i>Trainer</i>	Harryville, NC
1990 – 1993	Development International <i>Training/Benefits Coordinator</i>	Clean Mist, NY

Education

M.B.A. George Washington University 1990
Deans List for all semesters

