

Jane Doe Resumé

Contact Details:

Jane Doe
1A, First Street SE Calgary
Alberta, A1B 2C3
Canada
Phone: 403-555-5555
Email: janedoe@email.com



Objective Statement:

I am a hardworking and outgoing individual, seeking a new career opportunity in an industry that will allow me to utilize and further develop my skills within a dynamic and progressive environment. My skills, abilities and experiences will add value to a team, while I seek to continue learning and developing new skill sets through a variety of challenges and experiences.

Previous Employment History:

2009 - Present: *Business Manager* - ABC Management Company

- Client relations & customer service
- Preparation of sales & marketing documents
- Preparation of month end and year end reports
- Project management and scheduling
- General liaison and communication with internal departments
- Third-party supplier management

2005 - 2009: *Sales Representative* - 123 Sales Company

- Customer service
- Internal sales support
- Customer billing and administration
- Preparation of monthly and quarterly sales & stock reports

Education:

2002 - 2004: Bachelor of Business, University of XYZ Calgary.

Skills & Abilities:

Extensive experience with Microsoft Office suite & various sales and inventory software skills
Scheduling and time management skills
Written and verbal, communication, sales and presentation skills

Achievements:

Top Regional Sales Representative - 123 Sales Company, 2009

References:

Available upon request