

**SAMPLE RESUME
STUDENT / NEW GRADUATE**

Sally Kwon

11111 Hazelnut Way
Irvine, CA 5555

Home: (555) 555-5555 ♦ Cell: (555) 111-1111

E-mail: skwon@gmail.com

EDUCATION

California State University

Long Beach, CA

College of Business Administration

May 2007

Bachelor of Science in Finance and Real Estate

Concentration: Investments

Relevant Coursework: Principle of Macro Economics, Principle of Micro Economics, Managerial, Economics, Marketing, Financial Accounting, Business Finance, Organizational Behavior, Legal Aspects of Business Transactions, Real Estate Principles, Investment Principles, Capital Markets, Financial Management, Security Analysis, and International Finance.

EXPERIENCE

K2 Network

Irvine, CA

Intern

Sep. 2006 – Apr. 2007

- ♦ Data Warehousing Project – Working for VP Information Technology. Assisting in the front-end reporting design of core corporate business process to build overall system and company metrics
- ♦ Business Development - Explored new avenues for revenue in international environments, which encompassed business strategies, business models, and forecasting
- ♦ Analyst – Research and analyze current market climate and competition
- ♦ Worked in cross-departmental teams on functional department initiatives to enhance and maintain team synergy

Department of Justice – Business and Tax Section

Los Angeles, CA

Intern

Jan. 2006 – Jun. 2006

- ♦ Worked multiple projects, which encompassed research, background information, and reports and cases
- ♦ Presented information regarding numerous cases and background information to senior assistant District Attorney General, David Chaney

Blockbuster Video

Torrance, CA

Shift Manager

Jan. 2002 – Sep. 2006

- ♦ Provide ongoing organizational skills and efficiency, capable for completing multiple tasks

- ◆ Help provide excellent interpersonal skills that have enhanced communication with employees and customers
- ◆ Improved overall image and reputation of establishment through improved customer service
- ◆ Responsible for schedules of employees, maintaining overall store appearance, handling and accounting of money, maintenance of documentation of policies and procedures, and customer service

SPECIAL SKILLS

Applications: Word, Excel, PowerPoint, Photoshop, Fireworks 8, and Front page.

Computer Programming Languages: C+, C++, Java, and HTML coding.

Additional: Logical problem solving skills attributed to my computer programming background, ability to work with a wide range of clients in an effective and positive manner, strong leadership ability

HONORS AND ACTIVITIES

- ◆ Korean American Student Association – Long Beach Chapter President 2004 – 2005
- ◆ Southern California Korean College Student Association 2004 – 2005
- ◆ Certificate of Appreciation – Barbara Boxer (U.S. Senator) 2005
- ◆ Certificate of Appreciation – Dianne Feinstein (U.S. Senator) 2005
- ◆ Certificate of Recognition – James K. Hahn (Mayor of Los Angeles) 2005
- ◆ Certificate of Recognition – Jean Moon (Southern California Korean College Student Association President) 2004 – 2005

SAMPLE RESUME
CLERICAL / ADMINISTRATIVE ASSISTANT

James Lancaster

11111 Salmon Lane

Austin, TX 5555

Home: (555) 555-5555 ♦ Cell: (555) 111-1111

E-mail: jiml@gmail.com

SUMMARY

- ♦ Twenty plus years experience in office administration, supporting all levels of management.
- ♦ Twenty years of computer experience: Expert in Microsoft Outlook / Word / Excel / Power Point / Access.
- ♦ Strong organizational and problem solving skills.

EXPERIENCE

Econohomes, LLC – Austin, TX

6/2006 - Current

Special Projects / Executive Assistant

Start-up Real Estate Investment company assisted in building controls, and processes for the business:

- ♦ Loan servicing software conversion to more robust software.
- ♦ Responsible for the tracking and closing of acquisition of properties.
- ♦ Responsible for ad hoc reporting for the CFO with regards to inventory, monthly sales, portfolio pools and end of month reports.
- ♦ Established and maintain cell phones service, Federal Express Account and office supplies and equipment.

Relocation Central CORT Business – Austin, TX

1/2004 – 5/2006

Administrative Assistant

Provided administrative assistance to the Real Estate Broker for the Corporation:

- ♦ Track existing, complete necessary forms for new license and maintain continuing education requirements Broker and Agent licenses in 25 States.
- ♦ Maintained Compliance Manuals.
- ♦ Travel arrangements, expense reports, verify and approve invoices, office supplies, bank deposits and special projects.

JB Goodwin Realtors – Round Rock, TX

8/2002 – 12/2005

Sales Agent

Assisted clients in lease or purchase of home and networking with other Realtors, Property Management Companies and Mortgage Consultants.

- ♦ Research and market analysis for sales and lease clients.
- ♦ Previewing properties (new and resale) for perspective clients.

Texas Association of School Boards – Austin, TX
Special Projects – Administrative Assistant

2/2001 – 7/2002

Provided administrative assistance to the Continuing Education department with input of continuing education updates and convention setup.

- ◆ Assisted the Information Technology team in creating a database and website for the School Districts to update their continuing education hours earned.
- ◆ Assisted convention manager in the Annual Convention (approximately 500 plus vendors with 8,000 plus attendees) selling booths space, convention questions and working with the decorating company with any issues.

Dell Computer Corporation – Round Rock, TX
Programmer/Business Analyst – Administrative Assistant

10/1996 – 1/2001

Throughout the tenor at Dell, provided Administrative Assistance to Vice Presidents, Business and Programmer Analyst in Information Technology segment:

- ◆ Collected data and prepared complex MS PowerPoint presentations, Access database/dashboard and Excel reports.
- ◆ Compilation, analysis and reporting of metrics related to website utilization. Content validation, content check in/out. Re-designed the I/T Finance and Global Operational reporting home page.
- ◆ Designed, implemented and maintained Purchase Requisition Access database, Purchase Requisition processes, liaison between Business Operations Procurement and I/T Supplier Management.
- ◆ Site Administrator for I/T Finance Group, assisted Supplier Management and I/T Library with content management.

USA HealthNetwork – Austin, TX
Administrative Assistant

1/1995 - 9/1996

Provided administrative assistance to the President of Information Technology:

- ◆ Responsible for Policies and Procedures and Operations Manual.
- ◆ Maintained Project Database/Project Files and Project Management schedule.
- ◆ Assisted Programmers with AS/400 testing and data entry.

TRAINING/EDUCATION

Angelina Community College – Studied Business Administration & Computer Science
University of Texas –Management Program

Numerous classes and seminars, including:

- ◆ Microsoft Access, Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- ◆ Microsoft Visual Source Safe, HomeSite, Web Trends, Virtual Network
- ◆ Brio 5.5, Brio Data Modeler, Visual Interdev, SQL Navigator
- ◆ QuickBooks (Premier & Online)

SAMPLE RESUME TECHNICAL

Vivian Ramirez

111 Sunstone Ave, # 7
New York, NY 5555

Home: (555) 555-5555 ♦ Cell: (555) 111-1111

E-mail: vramirez@gmail.com

Summary:

A highly motivated individual with vast experience in industrial health practices and applications; with proven expertise in developing corrective methods, controls and procedures to improve work environments; superb ability in conducting research and survey to ensure standardization of hygiene procedures and processes within the industry to be conducive for the employees; has a creative approach to new campaigns Has strong organizational skills; good communication skills both oral and written

Experience:

Public Health Solutions, New York, NY

January 2007 - present

Industrial Hygienist

- Conducted health and safety program to recognize, eliminate, and control work place hazards
- Developed techniques to anticipate and control potentially dangerous situations in the workplace
- Initiated changes in health and safety program to prevent injuries
- Developed and provided training to employees about job-related risks
- Designed sampling strategy and calibrated instruments to conduct evaluation of exposure to ionizing and non-ionizing radiation and to noise
- Ensured employees were properly following health and safety procedures
- Worked with OSHA inspectors to evaluate effectiveness of safety and health programs

Shell Oil, Norco, LA

May 2004 – December 2006

Associate Industrial Hygienist

- Gathered and interpreted data from sampling chemical, physical, and biological stresses
- Performed specialized surveys involving indoor air quality
- Coordinated medical surveillance programs required to monitor the health status of employees
- Prepared and conducted briefings on a variety of industrial hygiene and environment health programs
- Prepared written technical reports with recommendations to improve safety and health

Concurrent Technologies, Johnstown, PA
Industrial Hygienist Staff

February 1999 – May 2004

- Investigated and examined workplace for hazards and potential dangers
- Conducted scientific research and prepared written technical reports with recommendations for corrective actions to alleviate health and safety hazards
- Identified and resolved issues that impact health and well-being of the employees
- Identified and evaluated the potential exposure to a variety of chemical, physical, and biological hazards
- Trained employees about job-related risks

Education:

Master of Science in Industrial Hygiene
Stanford University, CA, 1999

Bachelor of Science in Industrial Hygiene
Stanford University, CA, 1999

Skills:

Driven and determined
Good communication skills, both written and verbal
A creative approach to new campaigns
Strong organizational skills
Commercial awareness, for pricing and analyzing data
A high standard of computer literacy

Awards and Honors:

Certification, American Board of Industrial Hygiene

Member, American Industrial Hygiene Association

SAMPLE RESUME PROFESSIONAL

Roger Fullerton

11111 Douglas Fir Ave, # 29

Baltimore, MD 5555

Home: (555) 555-5555 ♦ Cell: (555) 111-1111

E-mail: rogerfullerton@gmail.com

Experience Summary:

- Possess extensive knowledge on probability analysis, statistical methods, and calculation of insurance rates
- Created comprehensive analytical reports
- Extensive research capabilities and communication skills

Experience:

Maryland Insurance Administration, Baltimore
Actuary

January 2005 to Present

- Analyzed reserves for various lines, using Schedule P and ReservePro.
- Wrote Examination Reports of Companies under Investigation.
- Performed other analysis, such as IRIS Ratio Test (Reserve Developments to Surplus, Estimated Current Reserve Deficiency to Surplus), Paid Loss to Paid Asbestos and Other Expense Analysis.
- Performed Cross Checks (balancing of data from I-Site to Annual Statement).
- Reviewed procedures, statutes, laws, and other regulatory issues for Examinations of the companies.

QTC Insurance, Baltimore, MD
Actuarial Analyst

July 2001 to December 2004

- Developed comprehensive information for actuarial pricing of insurance products development and areas of gain/loss
- Carried out rate testing to ensure profitability and financial integrity of the company's business

Farmer's Insurance, Baltimore, MD
Associate Analyst

September 1998 to June 2001

- Performed research and wrote insurance company credit reports and special reports.
- Analyzed companies' financial statements and public disclosures.
- Analyzed qualitative/quantitative data, including creating a comprehensive Reserve Model.
- Communicated the analysis with the rating committee.
- Traveled and interacted with insurance executives at company meetings and investors.

University of Maryland, Baltimore
Statistician

July 1993 to August 1998

- Carried out statistical work for a project related to advertisement and marketing
- Performed various statistical activities such as statistical analyses, coding and derivation of variables, and preparation of reports and presentations

Education:

Vincent College, Baltimore
Bachelor's Degree in Economics and Statistics

2000

References:

Furnished upon request

SAMPLE RESUME MANAGEMENT

Shamona Washington

11111 Chinook Lane
Los Angeles, CA 5555
Home: (555) 555-5555 ♦ Cell: (555) 111-1111
E-mail: swashington@gmail.com

Qualification Highlights

- Innovative professional with 17+ years of progressive management and marketing expertise in diverse food processing, restaurant and marketing arenas with demonstrated initiative, creativity, and success. Proactive, multilingual leader/manager with experience in multi-cultural and global environments.
- Expertise in strategic planning, new business start up, market plan execution, capital asset oversight, cost containment, budgeting/finance, customer service, and staff training, supervision and mentoring.
- Highly skilled in P And L management, pricing strategies, competitor and market analysis, banking services, lease and contract negotiation, legal compliancy, staffing, purchasing and vendor relations, management reorganization, food service, new product roll out, and targeted marketing.
 - Quick study with an ability to rapidly achieve organizational integration, easily assimilate job requirements, and aggressively employ new methodologies. Energetic and self-motivated team player/builder. At ease in high stress, fast-paced environments with emerging and multiple responsibilities.
 - Excellent leadership, management, oral/written communication, interpersonal, intuitive, and analysis skills. Thrive in both independent and collaborative work environments.
- Known for developing and executing innovative corporate policies and procedures. Proven track record of increasing revenues, streamlining workflow, and creating a team environment to increase productivity.

Experience

World Food Industries, Inc. – Los Angeles, CA
General Manager

10/96 to 1/01

- Orchestrated management activities for a large poultry processing corporation with annual revenues approaching \$950M and a staff of 80 managers and 1,800 employees.
- Reorganized management, systems and business operations with a resulting \$100K reduction in monthly operating costs, while generating a 50% increase in sales.

- Directed all financial, budgeting, operating, compliance, purchasing, domestic and foreign marketing, human resource, public relations, and administrative functions. Ensured timely execution of financial reporting, operating forecasts, cash flow planning, new project evaluation, banking, taxation, legal, regulatory, equipment maintenance, advertising, cost/pricing, and related activities.
- Monitored and controlled credit facilities, approved expenditures, and liaised with bankers, government officials, vendors, and other agencies. Evaluated local/foreign suppliers for raw feed materials, packing materials, replacement parts, and equipment.

World Corp – Los Angeles, CA
Marketing Manager

1/95 to 10/96

- Marketed corporate services to key Fortune 100 clients searching to penetrate overseas markets.
- Reduced a \$2M annual operating budget by 9%, while increasing staff effectiveness and productivity.
- Analyzed marketing survey statistics and planned, organized, and implemented strategic marketing plans to enhance market penetration in the volatile Asian and European markets.
- Interfaced with senior management to develop short/long term organizational goals and objectives.

World Food – San Francisco, CA
Operations Manager

10/93 to 12/94

- Established two 500 seat KFC restaurants simultaneously, under budget and within a tight four month time frame. Conducted detailed feasibility studies, procured high traffic locations, acquired facilities, and negotiated \$4M leases. Negotiation with subcontractors, saved \$850K in initial construction charges. Developed operations policies, customer service standards, action plans, and corporate standards.
- Controlled all company assets, facilities, and equipment. Purchased new equipment, oversaw facility renovation projects, implemented POS hardware/software, developed and conducted training programs, managed all financial and business areas, and directed purchasing, distribution and marketing departments.
- Surveyed target markets and executed related strategic plans, promotions, advertising, sales incentive programs, publicity, financial forecasts, pricing, product mix, new product rollouts, and reporting.
- Trained and mentored 20 mid-level managers in efficient operating procedures to facilitate a smooth transition from opening to daily management. Programmed the Automated Restaurant Management system for the new market.

ABC Corp – San Francisco, CA
General Manager

9/87 to 10/93

- Directed daily operations for five high-volume, popular restaurants; supervised the activities of 12 well trained and highly motivated managers and 80 full/part time employees.
- Orchestrated all strategic and store expansion planning, cash management, financial audits, statement analysis, inventory control, marketing surveys, new product roll outs, in-store promotions, advertising, and sales functions.
- Recipient of two General Manager of the Year awards. Received an Outstanding Productivity award for best managed restaurant for costs, profitability, quality, services, and cleanliness.
- Reduced cost of sales from 36% to a budgeted 29.5%, while increasing sales 28%.

World Marketing – Los Angeles, CA
Marketing Manager

10/84 to 8/87

- Compiled marketing surveys and related research/analysis. Developed marketing strategies and related business planning documents. Assisted with promotional objectives, modes, advertising, and publicity press releases. Tracked the effectiveness of marketing campaigns.
- Analyzed competitor pricing and formulated pricing strategies, product mix discounts, and special combination values.
- Spearheaded the timely roll out of new products to targeted market segments and followed up with in-store marketing activities, showroom displays, and related sales/marketing activities.

World Law – Los Angeles, CA
Accountant

2/80 to 10/84

- Provided financial reporting, accounting, tax and secretarial services for individuals and businesses. Managed all financial planning, budgeting, forecasting, and cost analysis functions. Developed new accounts and serviced existing clientele. Trained and supervised support staff.

Education

MBA ♦ Marketing
Hawaii Pacific University - Honolulu, HI

BA ♦ Marketing
State University – Los Angeles, CA

SAMPLE RESUME EXECUTIVE MANAGEMENT

Peter M. Marque

11111 Meadowlark Way
Genesis, CA 5555

Home: (555) 555-5555 ♦ Cell: (555) 111-1111

E-mail: pmmarque@gmail.com

Senior Executive

Chief Executive Officer ♦ President ♦ Executive Vice President
Executive Growth & Profit Objectives ♦ Creating Enterprise Value

Entrepreneurial-minded senior executive with consistent success in starting, building, growing, and improving the profitability, performance, and value of companies. Experienced planner, leader, and specialist at identifying and capturing business opportunities. Expert in positioning companies for next level of growth or potential sale.

Qualifications Summary

Startups, Turnarounds & Consolidations ♦ P&L and Operations Management
Change Management ♦ Mergers & Acquisitions ♦ Sales & Marketing Strategies
Workflow Solutions ♦ Process, Productivity & Efficiency Improvement
Team Motivation & Management ♦ Networking ♦ Client Relationship Management

Career Highlights

- ♦ Created the investment group that purchased MSM Corporation and achieved results that gave investors a huge financial gain (10X return on cash investment).
- ♦ Increased revenues 25% and EBITDA 47% for ABC Group in first 24 months after its acquisition by Grayson.
- ♦ Purchased and turned around ABC Group from losses of \$500K per year to profitability within 3 months.

Experience

NORTHWEST MEDICAL, Chula Vista, CA
President

1/2010 – Present

Launched a startup staffing company placing medical professionals at hospitals, long-term care facilities, schools, government agencies, and other organizations on both temporary and permanent assignments.

- ♦ **Startup & Growth Strategy.** Took the business from startup to full-scale operations. Hired 7 employees and implemented standardized procedures/guidelines (e.g., standard contract language, operational budgets, pricing structure, client contracts, etc.) to support rapid growth and maximum profitability within 2 years. Established database of 400 candidates available for assignments. Currently have 250+ open orders valued at \$2MM.
- ♦ **Productivity Improvement.** Improved overall productivity by establishing roles and responsibility that clearly define tasks for employees.

ABC GROUP / GRAYSON, Burbank, CA

6/2005 – 12/2009

President – ABC Group / Executive Vice President of Operations, Grayson

Served as President of ABC Group an \$80MM digital photographic and imaging company and the most profitable subsidiary of Grayson, a leading supplier of graphic arts images in the U.S. In charge of planning, sales, customer relationship management, workflow, and technology solutions activities. Held P&L accountability. Consistently met/exceeded all targeted objectives and produced the most profitable results of the national company. Concurrently, worked as Executive VP of Operations of Grayson. Member of the Executive Committee of parent company Grayson in New York. Participated in Board meetings at Grayson as needed.

- ◆ **Revenue & EBITDA Growth.** Grew revenues 25% and EBITDA 47% for ABC Group in first 24 months after its acquisition by Grayson.
- ◆ **Technology Improvements.** Streamlined operations, established processes to support growth, and ensured high levels of customer satisfaction by developing and executing a strategic plan for technology improvements.
- ◆ **Company Awards.** Company received multiple industry awards.
 - *Extra Imaging Magazine:* Top Imaging Facility in U.S., 2006 and 2007
 - *Signs of the Times Contest:* 1st Place, NBA All-Star Game Monorail, 2nd Place, Visit Las Vegas Monorail, Transit Graphics Category; 3rd Place, Smoke and Thunder Graphics, Promotional Vehicles Category; and Honorable Mention, Mini C-17 Truck & Trailer Graphics.
 - The TEA's 14th Annual Thea Awards at Marcus Center in Carbondale: Best Exhibit in the Outstanding Achievement Category, Noah's Ark Exhibit.

ABC GROUP, Burbank, CA

1/2001 – 5/2005

Chief Executive Officer / President

Turned around and provided executive management at an \$18MM large format printing company serving national blue-chip accounts (Nike, Adidas, The GAP, Abercrombie & Fitch, Target, professional sports franchises, etc.). Initially organized investment group to purchase the company from MSM Corp (a division of a publicly traded Belgium-based company) after it went into bankruptcy, thereby providing an opportunity to purchase the corporation from the Royal Bank of Scotland. I was one of 9 investors that purchased the company. Held full P&L accountability.

- ◆ **Turnaround.** Orchestrated successful turnaround of the company from losses of \$500K per year to profitability within 3 months of purchase.
- ◆ **Technology Implementation.** Introduced leading-edge technologies into the production process and implemented industry leading IT solutions for workflow management and cost controls.
- ◆ **Cost Reduction & Productivity Improvement.** Reduced costs 38%, and further reduced labor costs and increased productivity 50% upon implementation of technologies.
- ◆ **Company Repositioning.** Repositioned company from being a local provider into a nationally recognized provider of large format graphics.

- ◆ **Revenue & EBITA Growth.** Grew sales revenues 30% in 18 months and EBITDA to \$2.5 MM in 36 months.
- ◆ **Company Sale & ROI.** Provided original investors a 10X return on cash investment after successfully marketing the company for sale to private equity.

MSM CORPORATION, Burbank, CA

3/1998 – 12/2000

Managing Director

In charge of the day-to-day executive management of a \$20MM division of an international graphics arts company with headquarters in Belgium, including budgets, capital equipment, sales forecasts, and due diligence on acquisition targets. Member of Executive Committee comprising Managing Directors and CEO from 18 worldwide division. Heal P&L accountability.

- ◆ **Acquisitions.** Participated in company's acquisition of 2 large local competitors and consolidated all 3 into 1 large facility.
- ◆ **Cost Reduction.** Reduced costs 39% by eliminating redundancies and consolidating back office services.
- ◆ **EBITDA Improvement.** Increased EBITDA to 22%

Early Career (1986 – 1997): President/CEO – Mexus, Inc.

Founded company and formed investment group to fund startup. Raised initial investment of \$700K and additional \$1.4MM via acquisition that was consolidated into 1 facility. Generated \$6MM in revenues within 18 months of startup. Returned investors 3.5X investment upon company's sale.

Education / Affiliations

- ◆ BFA Photographic Illustration – MARGOLD INSTITUTE
- ◆ Member – Photo Marketing Association; Board Member – Graymor, INC