

Jon Graduate



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Summary of Skills

- One year of supervisory experience and sound organizational skills.
- Two years customer service experience at the state's largest retail call center.
- Fast learner, self-starter who takes initiative to get tasks done on time while exceeding my manager's expectations.
- Past managers say I have an extremely positive attitude.

Experience

OSU Computer Center, *Student Supervisor* 2008-2009

- Created the center's new inventory system and led the implementation.
- Scheduled all student staff members for shifts.
- Launched initiative to conduct the annual student fundraising drive using VOIP at our computer center, which resulted in overhead savings of more than \$90,000.

Amazing Books Inc., *Telemarketer* 2006-2008

- Followed up marketing campaigns to identify new sales leads and handle transactions.
- Maintained database of sales leads and responsible for mining it with our company's custom software to discover any emerging new markets we could point out to the marketing department.
- Two-time winner of the department's award from most sales closed in a single quarter.
- Selected to train 15 new employees due to my outstanding sales record.

Education

The Ohio State University 2005-2009
Columbus, OH

BS, Business Administration.

Computer Skills

Microsoft Office (Word, Excel, PowerPoint). Mac (Pages, Numbers, Keynote). Adobe Acrobat Professional. Photoshop. Dreamweaver CS3. Adept at social media such as (Twitter, Facebook, LinkedIn, Technorati, Stumble Upon.)