

Chronological Resume Sample

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Summary of Qualifications

- Three years experience in retail management, with specialty in purchasing and floor display design.
- Utilized strong communication skills in a variety of professional settings.
- Enthusiastic dedication to excellent customer service.

Education

- 2000-2002** **MA Speech Communications**
Colorado State University, Fort Collins, CO
GPA 3.6/4.0
- 1995-1999** **BA Anthropology**, December 1999
Arkansas State University, Jonesboro, AR
GPA 3.5/4.0
Dean's List

Professional Experience

- 2001-2002** **Assistant Office Manager**
Department of Speech Communications, Colorado State University, Fort Collins, CO

Managed departmental supplies budget, oversaw office purchasing and inventory, overhauled department-wide filing system, supervised part-time staff.
- 1999** **Intern**
Sharkey's Community Grocery Corporate Headquarters, Washington, DC

Assisted company publicist with writing press releases, designing weekly advertisements, and managing customer databases. Developed research methods for determining customer preference for shopping hours.
- 1997-1999** **Assistant Night Manager**
Sharkey's Community Grocery, Jonesboro, AR

Purchased, stocked and maintained dairy and ice-cream sections, oversaw point of purchase display construction, scheduled twenty part-time employees.

Skills

Computer Skills: Microsoft Word, Excel, Corel Draw, Paint shop Pro, QuickBooks, Oracle Small Business, basic HTML knowledge.

Special Skills: Thorough knowledge of MMORPG and single-player gaming systems, thorough knowledge of Internet applications.