**YOUR NAME**Address  
City, State, Zip  
Area Code/Phone Number  
Email Address

**OBJECTIVE**

Name of Position

**EDUCATION**

Name of College, City, State  
**Degree Earned,** Dateor **Major/Program of Study,** 1996 - 2002

**PROFESSIONAL EXPERIENCE**

Name of Company, City, State 2008 - Present

**Job Title**

* Develop and implement marketing strategies.
* Design educational software.
* Participate in numerous computer trade shows.

Name of Company, City, State 2005 - 2008

**Job Title**

* Performed sales work for auto parts store with annual sales exceeding $30 million.
* Worked effectively with customers and employees.
* Maintained a large store inventory using a computerized inventory system.
* Supervised and trained 18 employees.
* Developed effective in-store and window displays.

Name of Company, City, State 2001 - 2004

**Job Title**

* Performed general merchandise sales for large catalog chain store
* Handled over $3,000 in cash transactions daily.
* Managed inventory control.

**SKILLS**

Microsoft Office: Word, Excel, PowerPoint, Access, Publisher, Outlook; Internet search  
Fluent in Spanish and French  
  
**REFERENCES**

Available upon request