

Joe Student

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Objective To obtain an Entry Level Human Resources position where I can utilize my leadership skills, communication skills, ability to meet deadlines, and educational background.

Education Pitt Community College (PCC), Greenville, NC
Associate of Applied Science, **Business Administration**, December 2010
Concentration in **Human Resource Management**
GPA: 3.2
Dean's List: Fall 2008 and Spring 2009

Qualifications Summary

- Excellent interpersonal communication skills
- Prompt, organized and efficient
- Effectively train and implement new procedures
- Proven marketing and management skills

Experience *Sports Connection*, Vanceboro, NC
Online Sales Manager, April 2005-present

- Manage approximately 50 retail orders a day, quickly processing, packaging and shipping merchandise to customers
- Research and analyze various marketing strategies, creating detailed reports on their effectiveness for upper management
- Utilize strong problem solving skills to promptly handle customers' questions and concerns

Senior Sales Associate, June 2001- August 2004

- Set-up and oversaw wholesale accounts, closely reviewing reference lists, tax identification and state retail sales licenses, ensuring legitimate business entities
- Assisted with store lay-out to create a pleasant and inviting sales environment for customers
- Consistently met or exceeded sales expectations
- Maintained a high level of customer satisfaction

Verizon Wireless, Greenville, NC
Retail Communications Consultant/Retail Ambassador, June 2004-May 2005

- Implemented training modules to aid in merger acquisition
- Successfully educated 16 employees in two separate locations, regarding organization's products, services and policies
- Consistently achieved sales quotas
- Received award of highest grossing wireless consultant in the district four times
- Earned additional responsibilities as Store Merchandising Expert by correctly implementing and maintaining uniformity throughout the store
- Selected to assist management in opening two additional retail locations

Computer Skills Proficient in Microsoft Office (Word, Excel, Access, PowerPoint), and Macromedia Dreamweaver
Familiar with PeopleSoft