

Amanda Brown

Hollywood, FL 33324

(786) 555-1123

abrown555@gmail.com • www.linkedin.com/in/AmandaBrown

Manager - Retail Sales

Recent college graduate with a Bachelor of Business Administration (BBA) degree, with a concentration in marketing. Hard working and highly motivated with a strong work ethic. Consistently goes beyond the requirements of the job to achieve company goals. Quick learner enjoys challenges and works well independently as well as collaboratively in a team setting. Excellent track record of accomplishments in retail sales.

CORE STRENGTHS

Organizational Abilities	Client Relations	Problem Resolution	Sales Experience
Team Building & Leadership	Report Presentation	Relationship Building	Customer Service
Oral & Written Communications	General Office	Presentation Delivery	Computer Literate

WORK EXPERIENCE

FASHION WORLD, Fort Lauderdale, FL

2008 – 2015

Part-Time & Seasonal Positions

Assistant Manager (2010 – 2015)

Sales Associate (2008 – 2010)

Promoted to Assistant Manager of a \$2.5 million-dollar location of a national retailer. Oversaw smooth functioning of day-to-day operations, constantly meeting or exceeding sales goals while maintaining stable payroll expense. Ensured high level of customer satisfaction. Hire, train, schedule and motivate team of 15 to 20 sales associates.

- Increased overall sales by more than 50%.
- Developed reputation for skilled merchandising.
- Implemented weekly coaching meetings that enhanced staff morale, fostered team building, and reduced absenteeism.

EDUCATION

American Intercontinental University, South Florida

BBA - Marketing (3.4 GPA)

COMPUTER SKILLS

MS Office 2007, Outlook, Internet Explorer, Adobe Photoshop CS2, Dreamweaver, QuickBooks

ANTHONY MILLS

Hallandale, FL 33009
(954) 555-1234 • e-mail: amills1010@email.com

MACHINIST

Motivated, safety conscious, self-directed professional with five years of set-up, programming and operation of various milling machines. Strong troubleshooter, excellent problem solver with critical thinking ability and administrative skills. Ten years management experience in a military environment. Exceptional organizational, prioritizing, multi-tasking and time management skills. Extremely detail-oriented, articulate and able to improvise when needed. Strong sense of loyalty with a team member mentality.

CORE STRENGTHS

- CNC Operator/ Programmer
- Grinders/Drill Presses/Power Tools
- Precision Measuring Equipment
- Optical Machines
- Detail Oriented
- Team Player
- Improving Production Processes
- Worked with Tolerances as tight as "0.00005"

EXPERIENCE

Gateway Aerospace, LLC, Hollywood, FL 2007 to 2013

Machine Operator

Machined high-tolerance precision-flight grade components using 5-axis CNC machines, manual mills, lathes, grinders, and cutting saws. Tasks included programming CNC mills and lathes, setting up and fabricating parts, plus inspecting finished parts using calibrated measuring devices. Experience with blueprints and drawings with geometric dimensions and tolerance (GD&T). Worked extensively with Mazak and Allen Bradley equipment, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

- Operated Huffman (grinding), CNC, VQC (milling), ECG, CMM, pinning and part marking machines
- Fabricated aircraft components and parts derived from numerous materials such as stainless steel, black steel, aluminum, and phenolic, to desired engineering specifications
- Inspected (Quality Control) finished products to meet FAA standards
- Coordinated with the quality department to insure a consistent quality product
- Coordinated manufacturing with delivery schedule
- Designed and fabricated tooling necessary for manufacturing process in a job shop environment
- Consistently achieved production quotas and maintained 100% utilization
- Trained new employees

Alamo Car Rental, Ft. Lauderdale Airport 2006 to 2007

Rental Agent

- Top 10% rental agent with significant yield achievements.

Starwood Hotels and Spas, Diplomat Hotel, Hollywood, FL 2004 to 2006

Server/Bartender

- Consistently ranked in top 3 sellers for Nikki Marina restaurant and lounge, bringing in an average of \$350,000 per year.

Calder Race Track, Miramar, FL 2003 to 2004

Bartender and Cashier

NATO - Central Europe Command

1992 to 2002

Staff Sergeant - Military Intelligence (Jan. 1998 to Apr. 2002)

- Managed an office staff of 25 employees responsible for budgets and documentation
- Collected and analyzed information on terrorism and illegal trafficking of arms and narcotics
- Coordinated NATO activities with American, Canadian, German and English Units
- Assisted Intelligence Commander with financial, operational and organizational responsibilities

Military Traffic Commander (Oct. 1992 to Jan. 1998)

- Managed a staff of 120 military and civilian personnel as well as the budget and unit documentation
- Trained new military personnel
- Organized and coordinated military exercises

EDUCATION

Kaplan University, Ft. Lauderdale, FL
BS in Information Technology – GPA 3.97

Kaplan University, Ft. Lauderdale, FL
AAS in Computer Information Systems (Summa Cum Laude)

COMPUTER SKILLS

Windows Vista, Windows Server 2003, Microsoft Access 2007, Microsoft Office 2007, Macintosh, Linux, TCP/IP, Network Administration

LANGUAGES

English, Spanish, French

MEMBERSHIP

Alpha Beta Kappa – National Honor Society
Iota Sigma Tau – IT Honor Society at Kaplan University
Delta Zeta Chapter – Kaplan University Honor Society

JEAN SIMMON

Hollywood, FL 33020

954-222-2222

jean.simmon@email.net • www.linkedin/in/JeanSimmon

Account Executive

Creative, innovative Account Executive with over fifteen years' experience in creating collateral, direct marketing and communication strategies to drive revenues, product offerings and marketing opportunities.

Training, Coaching & Development	Client Relationship Management	Customer & Team Building Skills
Customer Solutions	Timely Reporting	Effective Presentations
Conferences & Trade Shows	Increased Profits	Time Management
Top Sales Producer	Product Knowledge	MS Word, Excel, Outlook

PROFESSIONAL EXPERIENCE

TBJ PRODUCTIONS, Fort Lauderdale, FL 2011 - Present
(Internet Educational Seminars)

Consultant/Writer

Creation and implementation of programs on the Internet for woman with overweight and obesity issues.

- Developed Marketing coursework for Internet curriculum and live pilot sessions
- Developed affiliate sponsorship programs and web links

MARKLAND EDUCATION, Dania Beach, FL 2009 - 2011
(\$60M Training Organization)

Manager, Registration Fulfillment

Successful managed entry-level programs in Florida for individuals and organizations utilizing curricula.

- Increased registration effectiveness in attendance of programs from 65% to 82%
- Managed 12 programs annually, servicing 600 participants quarterly
- Trained and developed 250 people annually in volunteer programs
- Responsible for single point of contact between clients and program leaders
- Collected past due tuition fees to participate in courses
- Coached participants using innovative and constructive training techniques
- Bi-annual program leader for 75 Graduate Students in development of project effectiveness in community events

NEW HORIZONS COMPUTER LEARNING, Lauderhill, FL 2006 - 2009
(Largest Worldwide Independent IT Training Company)

Account Executive

Contacted and negotiated with decision makers developing and coordinating computer training programs for themselves and their employees in a fast-paced telesales, high-energy competitive environment.

- Top Sales producer 8 consecutive months
- Within 6 months generated over \$20,000 monthly in computer training classes
- Surpassed monthly revenue quotas

CORPORATE BUYING SERVICE, Boca Raton, FL 2003 - 2006
(Wholesale on-line computer software and hardware purchasing service)

Account Executive

Telemarketing of on-line buying service to MIS Directors and Purchasing Agents.

- Cold Calling and Lead Development
- Development and expansion of existing portfolio
- Trained new members to use the service
- Customer follow-up and promotion to support them in utilizing the service

PREVIOUS EXPERIENCE

PRIVATE LABEL MANUFACTURERS ASSOCIATION, New York, NY

Director, Registration and Membership Services

TELSON CORP.- **Account Executive**

DEPARTMENT OF HOUSING - **Administrative Assistant**

PROFESSIONAL DEVELOPMENT

Bachelor of Arts, Business and Public Affairs, State University, Albany, NY

Markland Education Self Expression Leadership Program Instructor, Dania Beach, FL

Markland Education Business Development Seminars, Dania Beach, FL 1999 - Present

Toastmasters International, Hollywood, FL 2008 - Present

CAROL HARDWORKER

Lauderdale Lakes, FL 33309
954.675.1234
carolhardworker@gmail.com / www.linkedin.com/in/CarollHardworker

ADMINISTRATIVE ASSISTANT - CUSTOMER SERVICE SPECIALIST

- Awarded the "Best Customer Service Associate" for a period of 2 years
- Proven track record for working effectively with team members
- Dependable, efficient and dedicated to service excellence
- High Quality Customer Service
- Front Desk, Receptionist Functions
- Greeting Customers
- Training New Employees
- Inventory Control
- Office Procedures
- Data Entry
- Cash Handling
- Organized
- Strong Attention to Detail
- Multitask
- Effective Time Management

CAREER HIGHLIGHTS

- Observed, studied and implemented an entirely new filing system for Laboratory Customer Service servicing all 46 Centers located throughout the country thereby ensuring quick and efficient retrieval of all test results.
- Screened over 140 clients on a weekly basis for plasma donation.
- Accurately and confidentially recorded customer results; Filed records, charts and department records in accordance with company policy; efficiently tracked office inventory resulting in cost-control purchases.
- Trained new and existing employees; integral in motivating team members.
- Processed multiple cash transactions daily resulting in a balanced drawer.

EXPERIENCE

NORTH AMERICAN BIOPHARMACEUTICALS (NABI), Boca Raton, FL 2008 - 2015
Administrative Assistant, Boca Raton, FL (2012 – 2015)
Biomedical Receptionist, Pembroke Pines, FL (2010 – 2012)
Administrative Support, Miami, FL (2008 – 2010)

INPHYNET (Humana Health Care Plans), Miami, FL 2005 - 2008
Medical Records Supervisor

CAMBRIDGE HEALTHCARE, Indianapolis, IN 2003 - 2005
Medical Records and Unit Secretary

MED-COR (Nationwide Correspondence), Indianapolis, IN 2000 - 2003
Medical Records Department

ABOR OF GREATER INDIANAPOLIS HOSPITAL, Indianapolis, IN 1996 - 2000
Secretary

VETERAN'S ADMINISTRATION HOSPITAL, Indianapolis, IN 1995 - 1996
Medical Records Department

EDUCATION

San Antonio Business College (1 year)
West Virginia Tech