

First / Last Name

Telephone: (555) 555-1864 Email: john.doe@yahoo.com

Objective: Garner a marketing position in a technology company to contribute to the corporation's revenue goals and mission statement.

Education:

Bachelor of Science (or Arts) Business – Marketing Concentration
Corban University, Salem, OR

May 2009

Professional Experience:

ABC Company, Salem, OR

August 2008 - present

International Marketing Intern, GSP Planning and Development

- Establish style / branding guidelines for online publication materials for online training portal utilized across 147 countries
- Manage project schedule for the ABC Packaging Portfolio Project Team
- Edit and write marketing training materials for publication to third-party vendors
- Develop marketing collateral communication flows for launch of global initiatives

TZX Corp, Memphis, TN

November 2006 - July 2008

Customer Relations Administrator, Marketing Department

- Forecasted and measured production to monitor employee performance levels and to initiate hiring
- Compiled and analyzed customer satisfaction reports and trends
- Analyzed operational performance and made recommendations to senior management to improve service quality and customer satisfaction
- Created and implemented policies to comply with Northwest Airlines' Customer Relations department guidelines
- Directed the Customer Relations' database augmentations and facilitated troubleshooting with programmers

Metropolitan Inter-Faith Association, Memphis, TN

July 2005 - September 2006

Social Services Counselor

- Served as the main counselor for the Teen Job Services program, supervising 40 teen employees
- Developed and taught job training courses
- Established special events and designed curriculum for monthly training sessions

National Bank of Commerce, Memphis, TN

December 2004 - May 2005

Financial Service Representative

- Sold financial services products in retail banking through personal selling and telemarketing
- Completed specialized training in financial planning products

Consulting Experience:

JYZ Organization, Salem, OR

September 2010 - December 2010

Marketing Consultant

- Created marketing plan for new product launch to develop greater market share

Computer Skills:

Adobe Photoshop, Microsoft Office (Access, Excel, PowerPoint, Publisher, & Word)

Certifications:

Certified Public Accountant

Languages:

English – Native
Spanish – Proficient
German - Conversational