

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS RÉSUMÉ ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL

Jane Smith

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Motivated • Inspired • Persuasive

Summary of Qualifications

- Proficient with computer programs such as MS Word, Excel, Access, Power Point, Spreadsheets
- Understanding of advertising and marketing communications practices
- In-depth knowledge of current market and strategies
- Experience with web marketing, email marketing, and social media
- Excellent presentation and interpersonal skills
- Ability to generate revenue through cold calling
- Experience with Customer Relationship Management Systems
- Exceptionally good communication skills both verbally and written

Education and Training

Business Sales & Marketing, Loyalist College, Belleville, ON, 2014

- Courses include: Business Now, Discovering Customers, and Business Communications
- Participated in one on one role plays and committee presentations developing sales techniques and proposals for desired customers
- Completion of job shadows with companies including CANARM, Belleville Bulls, Atlantic Packaging and more

Ontario Secondary School Diploma, Quinte High school, Belleville, ON, 2011

- Vice-President , Student Council

Related Experience

Marketing Intern, ReVue Design & Digital Printing, Belleville, ON 2014

- Helped prepare a marketing plan and strategy
- Assisted in market research
- Planned and arranged events and shows for product promotions
- Developed advertisement campaigns for product promotions
- Analyzed marketing objectives

Sales Associate, Ricky's, Belleville, ON, 2011-2014

- Sell products and develop current customer relationships to boost future sales
- Arranged special seasonal sales and handled cash transactions
- Regularly exceeded weekly sales targets by at least 10%
 - Remained up-to-date on new products arriving weekly to provide more efficient service to customers

• **References Available Upon Request**

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