

# Columbus Reader

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555 Any Street, Columbus, OH 55555

Home phone: (555)555-5555

## EDUCATION

*8/98 University College Chicago, IL, B.A. Marketing Communications*

## WORK HISTORY

*07/01 – 01/05 Client Services Account Manager, Company One*

Responsible for Client Relationship from Implementation on between company and multiple large retailers. Managed all aspects of Gift Card program from company side for each client.

*10/00 – 03/01 Marketing Coordinator, Company Two*

Implemented marketing programs to generate sales and ensure timely follow-up of advertising, trade show and website. Generated quantifiable results of marketing programs to evaluate and improve effectiveness of programs.

*10/99 – 10/00 Senior Asst Store Training and Development Manager, Company Three*

Hired as an opening manager of organization's second Flagship store. Assisted in the management of the 12 million dollar location. Responsibilities included recruiting, hiring, training and developing staff.

*6/98 – 10/99 Assistant Store Manager, Company Four*

Directly assisting in the management of a 10 million dollar store. Working within a team to manage store sales, operations and staff supervision. Responsible for hiring, sales/ stock candidates, training newly hired associates and development of store sales generation incentives.

*8/95 – 10/96 Front Office Supervisor/ Agent, Company Five*

Specific supervisor duties include training, coaching and overseeing front desk for the world's largest [company name omitted]. Checking guests into and out of 2019 room hotel included: concierge services, guest relations, large convention group check ins and handling of banking and currency exchanges.

*2/98 – 6/98 Public Relations Internship, Company Six*

*6/97 – 9/97 Advertising/ PR Internship, Company Seven*

*3/97 – 6/97 Sales Promotion Internship, Company Eight*

*10/96 – 3/97 Production Assistant Internship, Company Nine*