

YOUR NAME – PLACEHOLDER RESUME

Street Address | City, ST ZIP Code | Phone Number | Email

OBJECTIVE

An entry-level marketing or management position with a medium-sized business.

EDUCATION

Type of Degree

Expected Date

Name of College/University

- Major: Management
- Minor: Marketing
- Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.

SKILLS & ABILITIES

Management

- Developed and implemented new fundraising program for social fraternity, which brought in more than \$1,500 for local charity.
- Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.
- Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.
- Managed chapter house finances for two years, including collecting dues and paying bills.

Sales

- Led campus newspaper advertising staff three consecutive years for most advertising dollars generated.
- Organized and implemented advertising promotion which increased number of advertisers by 45%.

Communication

- Presented monthly financial reports to chapter members and quarterly reports to national headquarters.

Leadership

- Served as fraternity president, business manager, and social chairman.
- Named to Organization name.

EXPERIENCE

Advertising Manager

Start Date to

State College Student News

End Date

- Responsible for page and classified advertising sales and promotions.
- Created successful advertising promotions which increased ad revenue by 65%.

Server

Start Date to

Oakhill Pub

End Date

- Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar.