

CHRONOLOGICAL RESUME

JOHN DOE
1212 Park Street #2
Milwaukee, Wisconsin 53201
(414) 555-1717

OBJECTIVE: Assistant Product Manager position using marketing education, previous marketing experience, and well developed communication and organizational skills.

EDUCATION: University of Wisconsin-Milwaukee
Bachelor of Business Administration in Marketing, May 2001

COMPUTER SKILLS: Microsoft Access, Excel, Word, and FrontPage, WordPerfect, D-base, Lotus 1-2-3, Netscape.

MARKETING EXPERIENCE: Assistant Manager June 1999-May 2000

Mr. Ed's Appliance Store Racine, Wisconsin
Aided in development and promotion of "Summer Blowout Sale" resulting in over \$100,000 in storewide sales.
Analyzed and evaluated marketing trends of previous annual sales for future product promotions. Maintained verbal and written communication with local media regarding store advertisements. Supervised and trained sales staff.

CUSTOMER SERVICE EXPERIENCE: Cashier May 2000-present

University of Wisconsin-Milwaukee Bookstore
Provide excellent customer service through appropriately answering customer inquiries and totaling purchases.
Balance cash drawer accurately on regular basis.
Organize merchandise on shelves and stock merchandise as needed for the day.

Head Bartender April 1997-May 1999
Murphy's Bar & Grill Racine, Wisconsin
Served drinks and food in fast pace environment while maintaining excellent customer service. Identified inventory needs for next day and stocked bar accordingly.
Trained new employees. Balanced cash drawer accurately.
Ensured all proper closing procedures were completed.

MEMBERSHIPS: Student Marketing Society 1998-2001
President 2000, Vice-President 1999

Student Business Society 1999-2000

REFERENCES: Available Upon Request

Z: <http://www.uwm.edu>