

Functional Resume

NANCY K. DREW

School Address (until May 8, 1990):
91 University Avenue
Morgantown, WV 26505
(304) 555-3321

Permanent Address:
666 Circle Lane
Charleston, WV
(304) 555-8282

Career Objective

To obtain a position in the field of product planning and research

Career-Related Skills

Promotion

- o Identified customer tastes
client needs
- o Designed attractive displays
- o Drafted inventory control plan
- o Publicized special promotions

Research

- o Designed questionnaire to assess
- o Identified sample for study
- o Drafted analysis plan
- o Prepared report and made final recommendations

Planning and Control

- o Organized promotional fashion show
- o Designed area layout for fall fashions
- o Implimented daily reports to locate
problem areas quickly

Supervision

- o Trained staff
- o Evaluated empolyee progress
- o Developed system to highlight
employee skills improve morale

Education

Bachelor of Science in Business Administration, May 1990
A.A.C.S.B Accredited
West Virginia University, Morgantown, WV
OGPA 3.0/4.0 FGPA 3.5/4.0

Work Experience

Assistant Manager, Women's Wear
Smith's Department Store, Hatfield, WV
June 1986 - Present

Clerk, Woman's Wear
Smith's Department Store, Hatfield, WV
January 1985 - June 1996

Additional Information

Grades, References, and additional data may be obtained from Career Services Center, West Virginia University, Mountainlair, P.O. Box 6008, Morgantown, WV 26506-6008. Telephone (304)293-2221/2

Z: <http://www.ece.wvu.edu>