

Sample Resume

Mike Jones

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Anywhere, MN 12345

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Professional Profile

Top performer with over 22 years experience in the food industry. Exceptional customer service skills have been recognized by customers, vendors, and colleagues. Demonstrated success in increasing retail sales and produce management. Self-motivated, personable, and committed to creating long-term customer relationships.

Experience

Super Company

5/06 – 2/09

Produce Team Lead

- ◆ Managed produce team of five (including hiring, training, and coaching)
- ◆ Increased 2007 YTD sales by 16% over the previous year
- ◆ Led the district in guest service and produce freshness scores
- ◆ Managed inventory control through effective and efficient ordering
- ◆ Maintained ad pricing and price changes
- ◆ Provided guests with prompt and courteous service

Your Best Food Market

5/02 – 5/06

Assistant Grocery Manager

Interim Produce Manager

Pricing Coordinator and Produce Assistant Manager

- ◆ Managed store operations; store generated \$80,000 monthly revenue
- ◆ Negotiated pricing and in-store promotional items with vendors
- ◆ Managed computerized pricing system
- ◆ Prepared weekly food sales advertisements
- ◆ Prepared merchandise displays

Food Store

12/99 – 5/02

Lead Sales Rep

Produce Sales Rep

- ◆ Consistently exceeded sales goals: 13.5% over current budgeted year; 11.6% over previous year
- ◆ Consistently sold add-ons
- ◆ Effectively negotiated prices resulting in annual invoice cost adjustments of 2%
- ◆ Efficiently verified direct confirmations, made adjustments, and prepared billing

from **FIND A JOB: The Little Book for BIG SUCCESS © 2009**
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Retail For You

12/95 – 12/99

Assistant Store Sales Manager

- ◆ Consistently exceeded store and individual sales goals by providing excellent customer service and utilizing innovative merchandising
- ◆ Prepared sales forecasts and monthly sales plan
- ◆ Presented and demonstrated new products
- ◆ Managed inventory and point of sale systems
- ◆ Trained associates

Education

Associate of Applied Science Degree

2000

Anywhere Community College
Business and Marketing Emphasis

Honors

- ◆ Three-time recipient of Food Store's Bonus Program
- ◆ Your Best Food Market District Safety Award

Volunteer Activities / Additional Information

- ◆ Habitat for Humanity volunteer
- ◆ Volunteer softball coach for Anywhere Middle School
- ◆ Speak conversational Spanish
- ◆ Ran Grandma's Marathon

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