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Sample
Chronological
Resume

OBJECTIVE

Marketing Division Manager where my experience and recruiting ability can be effectively utilized for increased profitability.

SUMMARY OF QUALIFICATIONS

- * More than 15 years Sales Management experience
- * Expert internet advertising banner ads, E-mail, search engines, blogs
- * Fluent in Spanish and Russian, can understand Chinese
- * Proficient Windows Platform: 98, 2000, XP, MS Word, PowerPoint, Excel, PageMaker
- * Proficient Macintosh Platform: OS, MS Word, PowerPoint, Excel, Quark
- * Published author: 20 magazine articles and 3 books. See website for complete list.

PROFESSIONAL EXPERIENCE

Sales and Marketing Manager **1998 to present**
California WhamJets, Yorktown, CA

Successfully developed niche in emerging Chinese market for WhamJet Widgets. Recruited and built dynamic 35-member sales and marketing team. Sales increased from \$1.5 million to \$25 million. Write quarterly and yearly forecasts. Present reports to Board of Directors and annual Stockholders meeting. Oversee online marketing operations. Developed and implemented time-saving techniques that reduced manufacturing time of WhamJet Widgets by 22%. Hands-on approach to product manufacturing. Interface with IT team.

Assistant Sales Manager **1985 - 1998**
WIKI Widgets, Los Angeles, CA

Managed activities of 22-member sales and customer service team. Online advertising campaigns won three successive *Look At Me* awards. Sales volume increased from \$1.5 million to \$7 million. Created award-winning sales manuals now used company-wide. Recruited. Maintained turnover below 15%, lowest in the company.

Department Manager **1990 - 1998**
Frisbee Electronics, Los Angeles, CA

Directed activities of 12-member sales team. Department turnover rate lowest in company. Successfully implemented sales incentive programs that boosted sales volume by 19%. Developed customer service program that reduced complaints by 22% and increased positive perception of company by 33%. Twice awarded Manager of the Year.

EDUCATION

Masters of Management, Claremont Graduate School, Claremont, CA. Cum laude.
Bachelor of Science, University of California, Riverside, Riverside, CA. Honors.