

Sample Resume #1:

Joe Jones
1313 Forest Lane
Greensboro, NC 12178
(336) 272-1276

SUMMARY OF QUALIFICATIONS:

- Motivated, results-oriented, and highly efficient
- Able to work with diverse groups with positive results
- Proven collector with excellent communication skills

WORK EXPERIENCE:

ABC Company

Orlando, Fla.

7/26/06 to Present

Collections Account Rep.

As a Collections Rep. I checked messages, received inbound and outbound calls, called broken promises and bounced checks. Also called 1-59 day past due accounts and counseled customers when needed. I was also given the added responsibility of planning other account reps' daily schedule and goals.

BCI Company

Orlando, Fla.

7/15/02 to 5/1/06

Inside-Outside Assistant Manager

Called delinquent accounts up to 60 days past due, delivered and picked up merchandise, called on delinquent accounts fact-to-face and by phone, knocked on customer doors for collection purposes while in the area, and took damaged and refurbished inventory to the service centers

A Tech Industries

Greensboro, NC

5/15/99 to 8/10/02

Assembler

Inspected printed circuit boards and made the necessary repairs. Also entered information into company database. Was responsible for 4 other employees when Supervisor was not there.

EDUCATION:

9/04 to 7/98

Apple Valley High

Orlando, Fla.

5/99 to 2/02

ITT Tech

Orlando, Fla.

Sample Resume #2:

Anne Banks

1432 Shade Valley Circle, Asheville, N.C. 28803

Phone: (828) 665-1932

E-mail: anneb2007@gmail.com

Summary Extensive work history in both small office and corporate business environments in a variety of positions and industries. Outstanding organizational and people skills with proven track record in a team environment. Consistently recognized with promotions, corporate and local awards and commendations for outstanding administrative and customer service and consistent quality of work.

Experience **The Marriott Hotel** - 10/05 to present Jacksonville, Fla.
Reservations Assistant
Support in house reservations, travel agents and resort staff by providing information about room availability, rates, and reservation confirmations. Processed daily inventory reports and provided the highest level of customer service to our guests. Resolved guest complaints/disputes to guests' satisfaction. Worked with other hotel departments to effectively accomodate guests and groups special requests and preferences.

Redwood Creek Golf Club – 7/02 to 9/05
Administrative Assistant
Transcribe and produce letters, records, reports and new business proposals for sales department. Manage all incoming communications, mail and office inventories, and provide administrative support for Executive, Finance and Human Resource departments.

Computer Proficiency MS Word, MS Excel, MS Outlook, MS PowerPoint, Mystique, and Delphi

Education Caldwell Community College: Associate degree in business