

JANE DOE
777 Continental Street
Anytown, TX 77000
(925) 555-5555

OBJECTIVE: Manager of Training, First Nationwide Bank

WORK EXPERIENCE

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| <p>Oct. 1996 – present
Bank Five
Pleasant Hill, CA
<i>Supervisor of Sales
and Training</i></p> | <ul style="list-style-type: none">• Designed and led six monthly training sessions, including teller education and product knowledge seminars, sales strategy and training.• Supervised eight bank tellers.• Reduced operating budget by 15% in 1999.• Established new business accounts. |
| <p>May 1994 – Oct. 1996
Maudlin Mortgage
Alameda, CA
<i>Lead Agent and
Instructor</i></p> | <ul style="list-style-type: none">• Recognized as top producing agent for Maudlin in 1994.• Streamlined procedures to improve productivity.• Increased customer assistance time from third in district to first.• Trained new tellers on banking system.• Built a large client base by successfully implementing relationship selling. |
| <p>Apr. 1990 – May 1994
Lewis County
Alameda, CA
<i>Analyst</i></p> | <ul style="list-style-type: none">• Created proposal reports for engineers.• Analyzed county tax data for reporting purposes.• Developed and organized a system for reporting shortages.• Simplified ordering procedures saving department 100K over two years.• Maintained receipts for multiple vendors.• Created tracking system for invoice tracking. |
| <p>Feb. 1986 – Mar. 1990
Marks Retailer
Houston, TX
<i>Financial Manager</i></p> | <ul style="list-style-type: none">• Awarded “Financial Manager of the Month” in October 1989, December 1988, November 1987 and May 1986.• Planned merchandise allocation in new store.• Maintained concise presentation of company projections and Corporate goals monthly, quarterly and annually.• Led Houston store and team to become “Best in District”.• Motivated co-workers through positive feedback and encouragement.• Responded quickly and thoughtfully in challenging situations. |

EDUCATION

1990, Wilkes College, Wilkes-Barre, PA
Bachelor of Arts, GPA 3.36

-References Available on Request-