

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

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**OBJECTIVE:** Manager of Training, First Nationwide Bank

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## WORK EXPERIENCE

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

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## EDUCATION

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

-References Available on Request-