

# Jon Graduate



123 Main Street • Anytown, WA 12123 • Phone: 555.555.5555 • E-Mail: newgrad123@gmail.com

## Summary of Skills

- One year of supervisory experience and sound organizational skills.
- Two years customer service experience at the state's largest retail call center.
- Fast learner, self-starter who takes initiative to get tasks done on time while exceeding my manager's expectations.
- Past managers say I have an extremely positive attitude.

## Experience

OSU Computer Center, *Student Supervisor* 2008-2009

- Created the center's new inventory system and led the implementation.
- Scheduled all student staff members for shifts.
- Launched initiative to conduct the annual student fundraising drive using VOIP at our computer center, which resulted in overhead savings of more than \$90,000.

Amazing Books Inc., *Telemarketer* 2006-2008

- Followed up marketing campaigns to identify new sales leads and handle transactions.
- Maintained database of sales leads and responsible for mining it with our company's custom software to discover any emerging new markets we could point out to the marketing department.
- Two-time winner of the department's award from most sales closed in a single quarter.
- Selected to train 15 new employees due to my outstanding sales record.

## Education

The Ohio State University 2005-2009  
Columbus, OH

BS, Business Administration.

## Computer Skills

Microsoft Office (Word, Excel, PowerPoint). Mac (Pages, Numbers, Keynote). Adobe Acrobat Professional. Photoshop. Dreamweaver CS3. Adept at social media such as (Twitter, Facebook, LinkedIn, Technorati, Stumble Upon.)