



A Service of Writing as a Ghost

These examples reflect only a few ideas and visual layouts.

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If there is a layout you especially like, please let me know. I would be happy to use one similar to it as long as it works well with your content.

ELECTRICAL ENGINEER:

Offers strong skills preparing engineering plans, designs, specifications, standards, cost estimates, system studies, and other similar evaluations.

SKILLS:

- Adept at communicating information between technical and non-technical branches within the organization.
- Proficient at preparing project level scopes and estimating biennial budgets.
- Skilled at preparing preliminary scopes and order of magnitude estimates for regional improvement and preservation projects.
- Adept at taking information from various sources and maintaining, monitoring, and updating project database and file information so that all available data is accurate and reasonable.
- Proficient in database design and implementation, statistical analysis, design and testing of accident risk models, and production reports.
- Competent in research skills and laboratory work.
- Capable in MS Word, Excel, PowerPoint, and Front Page; ArcGIS, SYSTAT, Data Warehouse, HCS-Highway Capacity, AutoCAD, Land Desktop, VISSIM, and SQL Programming.

WORK EXPERIENCE:

Washington State Department of Transportation, Shoreline, WA
September 2007 – Present. Position: **Scoping/Estimating Engineer**

University of Washington: Smart Transportation And Research Lab, Seattle, WA
September 2005- August 2007. Position: **Research Assistant**

University of Washington: Civil and Environmental Engineering Lab, Seattle
WA, June 2005- Aug. 2005. Position: **Research Assistant**

Seattle Central Community College, Seattle, WA
Jan. 2003- Aug. 2004. Position: **Math Tutor/Computer Lab Assistant**

EDUCATION:

University of Washington, Seattle, WA
Master of Science in Civil Engineering
Bachelor of Science in Civil Engineering

AWARDS:

Chi Epsilon Engineering Honor Society
UW Dean's List - 5 Quarters

PROFESSIONAL AFFILIATIONS:

Member of **American Society of Civil Engineers**
Member of **Chi Epsilon Civil Engineering Honor Society**
Member and Mix Designer of **UW Concrete Canoe**

Puget Sound Energy
10885 NE 4th Street
P.O. Box 97034
Bellevue WA 98009-9734

November 28, 2008

Dear Sir/Madam:

PSE has been a company that I have admired for many years. The strides the company has made in developing green energy resources are admirable. I am so excited about the training you offer with this position, and the chance it offers me to expand my knowledge and meet my goals to be a top-quality employee. While my attached resume provides you with a general outline of my skills and work history, I would like to highlight some of the specific details that make me suitable for this position.

My civil engineering degrees provide an excellent foundation for expanding into the energy field. The learning skills that brought me success at the University of Washington are the same skills that enable me to grasp new information quickly in any environment. The skills I have acquired in a variety of computer programs make learning additional software interfaces easily.

I currently work with multiple offices within WSDOT. This has prepared me to work efficiently in the PSE environment. In my current job I participate in the preparation of project level scopes and estimates for the biennial budget, and preliminary scopes and order of magnitude estimates for projects to be included in the Northwest region improvement and preservation programs. I maintain, monitor, and update project database and project file information to ensure all available data is accurate and reasonable. I help provide guidance and information to other regional offices and headquarters concerning the Highway Construction Program. I prepare project summary documents, and monitor and track the project approval process within the Northwest region and headquarters. I also participate in the preparation of grant applications for securing additional federal and state funding.

My work with data analysis, cost analysis and the other aspects of scoping projects, involves skills especially suited to the position I am applying for, but also transferable to other areas within PSE, including integrated resource management. My experience with *UW Civil and Environmental Engineering Lab* established skills relating to the eco-concerns that PSE is addressing through the PSE Renewable Energy Center.

My adaptability and ability to communicate information appropriately to individuals at different functional levels within PSE will benefit the company. These skills, developed when I worked as a tutor, are skills I have continued to use, which transfer well to meet PSE's needs.

I would welcome the opportunity to discuss with you how my commitment to quality work and my existing skills prepare me to be a profitable employee. I look forward to hearing from you to schedule a personal interview at your convenience.

Sincerely yours,

Jane Doe

John Dough - 2

100 Minor Ave. #405
Anytown, Anystate 00000

(555) 555-5555
[johndough@anyemail.com](mailto: johndough@anyemail.com)

1/2006 – 7/2006

Patient Sales Representative

OttoBock/OrthoRehab
Palo Alto, CA

Developed new customer contacts
Promoted and demonstrated company's products and services
Ensured high customer satisfaction level through daily interaction at both internal and external levels
Complied with CHAPS regulations

Key Achievements

Increased sales volume
Met and serviced new and existing clients
Accurate account documentation and timely completion of paperwork, i.e. itineraries, call reports, and expense reports

11/2001 – 3/2003

Anesthesia Assistant in Main OR Dept. Stanford Medical Center / LPCH Palo Alto, CA

Supported anesthesia residents and doctors with anesthesia machines, monitors, invasive lines, and non-controlled pharmaceuticals
Calibrated HP monitors before and after operations
Assembled, set up and troubleshoot anesthesia equipment

Key Achievements

Promoted to Lead Anesthesia Assistant

3/2000 – 11/2001

Multi-Skilled Practitioner Swedish Medical Center Denver, CO

Assisted nurses in different units within the hospital
Supported departmental pickups from the pharmacy, medical records and x.-ray techs
Handled surgical specimens within the unit
Participated in General Clinical Practices (GCp) in services

Key Achievements

Demonstrated ability to provide appropriate care based on the needs of the patient.

7/1999 – 3/2000

Medical Office Assistant (Part Time) Student Health Center at Auraria Metro State College at Denver Denver, CO

Assisted with history and physicals (H&P)
Took blood pressure readings
Pulled, updated and reviewed patient charts
Set up appointments

EDUCATION

Continuing education in Nursing – De Anza College; Cupertino, CA
B.S. in Biology – Metro State University at Denver / University of Denver, Denver, CO

CERTIFICATIONS

NAPSR – Pharmacology/Pharmaceutical Sales Training Program
Olympus Sales Metrix Certification (2007)

Carl E. Doeh

0000 N. Any Ave.
Anytown, OR 00000

cedoeh@anyemail.com

Home: 555-555-5555
Fax: 555-555-5555

Dedicated administrator/manager with 20+ years of experience and respected contract specialist working for both private and government entities is seeking a position that allows him to contribute his management skills to the success of an anytown healthcare business.

AREAS OF EXPERTISE

- Organizational restructuring
 - Consolidation initiatives
 - Operational budget and annual plan development
 - Teambuilding & Training
 - Order Fulfillment
 - Cost-Reduction Strategies
 - Forecasting and strategic business development
 - Coordinating diverse entities
-

PROFESSIONAL EXPERIENCE

SELF-EMPLOYED — Anytown, OR

09/2001 to 03/2009

Certified Nurse Assistant – Assisted Living and Skill Development Specialist

Provided routine daily care, wound care treatment, distribution of medications and physical therapy as prescribed and specified by patient treatment plans. Worked with mental health and developmentally disabled individuals. Reported directly to doctors and nurses.

Selected Contributions:

- Coordinated scheduling of patient visits.
 - Maintained operational budget.
-

Marquis Companies. — Portland, OR

03/2000 to 09/2001

Certified Nurse Assistant

Provided routine daily care and treatment to mentally challenged, physically disabled and terminally ill patients. Reported directly to doctors and nurses.

Selected Contributions:

- Met routinely with management to troubleshoot problems within the service system.
 - Provided orientation to new employees. Implemented improvements to training program.
-

SELF-EMPLOYED — Anytown, OR

05/1994 to 01/2000

Assisted Living and Hospice Caregiver

Provided routine daily care and treatment to mentally challenged, physically disabled and terminally ill patients.

Selected Contributions:

- Met routinely with management to troubleshoot problems within the service system.
 - Developed and implemented employee orientation program.
-

SELF-EMPLOYED — Anytown, OR

05/1994 to 01/2000

Assisted Living and Hospice Caregiver

Provided routine daily care to for my grandmother, parents and two mentally and physically challenged relatives.

Selected Contributions:

- Learned healthcare support systems and laws governing assisted living care provision.
 - Expanded communication skills through working with challenging patients.
-

RAMCO and Associates — Anytown, OR

05/1976 to 09/1996

President & General Manager

Selected Contributions:

- Directed research of consumer indexes in market demographics, buying pattern trends, and product information.
- Developed marketing strategies for new products.
- Prepared, negotiated and finalized budgets and contracts.
- Provided administrative, management and operational consultant services to clients.
- Outlined staffing patterns, information systems and business plans.

ASSI Enterprises, Inc. — Anytown, OR

08/1977 to 07/1995

President, Co-owner, General Manager

Selected Contributions:

- Administered business development activities.
- Established and upgraded marketing strategies.
- Set goals for product sales.
- Monitored quality of product lines.
- Managed personnel department, including hiring and training of staff with primary focus on developing motivation to meet company goals.
- Supervised fiscal department.

U.S. Dept. of Labor – Seattle, WA

03/1978 to 02/1979

03/1976 to 12/1977

Independent Contract Specialist

Selected Contributions:

- Established closing procedures for government contracts.
- Reviewed contracts to establish specific requirements for closing contracts out.
- Negotiated resolution of disagreements between government and contractors in the closing of contracts.
- Determined final settlement of amounts owed on contracts.

Oregon Administration, District 2 – Anytown, OR

03/1972 to 09/1976

Chief Administrator and Planner

Selected Contributions:

- Negotiated, prepared and consummated budgets and contracts for programs and projects under the direct and indirect jurisdiction of District 2.
- Monitored and evaluated the programs and projects for subcontractor compliance to contracts, for fiscal compliance to budgets, for employment compliance to affirmative action mandates, and for other conditions as needed.
- Prepared and submitted all required fiscal and programmatic scheduled reports, evaluations and studies for submission to the Secretariat or the Governor's Office.

Executive Secretary/Chief Planner

Selected Contributions:

- Spearheaded the establishment of local government policies and procedures that enhanced employment opportunities for youth, adult and senior populations.
- Designed and implemented an information management system that enabled the monitoring and display of incumbent and unincombent funds in comparison to projected budget line item expenditures.
- Implemented a comprehensive support services system designed to eliminate barriers to employment such as childcare, health care, and transportation issues.

Multnomah County – Anytown, OR

03/1971 to 03/1972

Director

Selected Contributions:

- Focused on economic development, employment and training as Affirmative Action Officer.
- Worked with civil service in evaluating viability of testing procedures and appropriateness of internal hiring practices.

Anytown Metropolitan Steering Committee – Anytown, OR

08/1968 to 03/1971

Systems Manager

COMMUNITY SERVICE POSITIONS

Mayor's Appointments – Anytown, OR

Task force to review civil services testing – Reviewed all bureaus and departments in the City of Anytown municipality.

Board of Directors Anytown Metropolitan Steering Committee – Participated in the administering, planning and funding of social services and economic development programs in the Anytown Metro area.

City of Anytown Budget Review Committee – Reviewed the Anytown City budget and recommended changes in funding levels and efficiency models.

Governor's Appointments – Oregon State

State Advisory Committee for Education, Training and Employment – Developed and submitted a statewide annual plan for education, training and employment.

Task Force to Review Nurse Training and Education Program in the State of Oregon – Studied the feasibility of merging existing parallel curricula into one primary nursing science degree.

Task Force to Review Hospital Bed Allocations in the State of Oregon – Developed a plan for the allocation of beds based on use and other pertinent data. Made recommendations for new allocations of hospital beds.

EDUCATION AND TRAINING

Anytown Community College – Portland, OR

Coursework in Computer Technology and Program Applications – Intro to Linux Programs and applications and Certification in MS Office Suite included.

Anytown State College

Earned Bachelor in Business Administration

Carl E. Doeh

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Anytown, OR 00000

cedoeh@anyemail.com

Home: 555-555-5555
Fax: 555-555-5555

July 31, 2012

[Click **here** and type recipient's address]

Sir or Madam:

I am well qualified to fill the healthcare manager's position you have posted. As you will see from a review of my resume, I have a proven record of accomplishment working at all levels of management.

There are many assets that I look forward to bringing to your company. Here are just some of them:

- Inside knowledge of the healthcare industry as an assisted living and skill development specialist.
- Day-to-day management of care routines.
- Ensuring sufficient levels of properly trained personnel are available to meet demands.
- Evaluating staffing plans.
- Chairing and/or participating in planning meetings.
- Preparing budgets and managing budget implementation.
- Evaluating and maintaining quality control standards.
- Researching trends and developing strategies based on research.
- Evaluating contract compliance.

The skills that I have gathered through my working experience are combined with a youthful vigor and level of responsibility that you will find refreshing. Rather than being a hindrance to flexibility, my many experiences have shown me how vital flexible thinking is to productivity and profitability today.

Please review my resume. I believe that the experience reflected there demonstrates that I would more than meet your needs for this position. I would bring a fresh, balanced approach to any issues that may arise, or that may already exist.

I look forward to the opportunity to meet with you to discuss in more detail exactly how my skills would make a difference for your organization. Thank you for your time and consideration of my application.

Sincerely yours,

Carl E. Doeh

John Enviroment

100 Any St., Anytown, FL

(123) 456-7890

JEnviroment@anyemail.com

NATURAL RESOURCES SPECIALIST

Offers practical experience in natural resources and environmental services

SKILLS

- Cooperating with multiple levels to achieve project goals
- Skilled in the use of trail equipment
- Multi-tasking while maintaining close attention to detail
- Working well under deadlines and in emergency situations

EDUCATION & AWARDS

Anytown College, FL **B.S. Natural Resources Management and Policy**

Wetlands Ecosystems

Watershed Management

Conservation Biology

General Ecology

Environmental Impact Assessment

Aquatic Invertebrate

Environmental Law

Intro to Geographic Information Systems

Wilderness Management

Sustainable Development

Renewable Homestead

Dispute Management

Cultural Enology

Natural Resource. Economics

The Adirondacks

Land Use Planning

Integrated Natural Resource Management

Adirondack Expedition

Presidential Services Award – 2005

Eagle Scout – 2002

EXPERIENCE

Student Conservation Association

Anytown, FL

July 2010 – Present

Working on native habitat restoration for the gopher tortoise within the Perdido River Nature Preserve. Led team preparation for prescribed burns in longleaf pine stands and planting wire grass

Anytown Café

Anytown, NY

September 2008 – July 2010

*Provided full front-end customer service in restaurant setting
Specialized in creating Adirondack Mountain ecology tours for tourists*

Mirror Lake Inn Resort and Spa

Anytown, NY

December 2007 – May 2008

Learned teamwork, organization and customer service by providing assistance to servers, delivering water and complementary bread basket upon guest arrival, and cleaning after guests left

Americorps

NCCC Washington, DC

August 2004 – July 2005

*Participated in service projects, which typically lasted from six to eight weeks.
Built and rehabilitated low-income housing
Responded to natural disasters
Helped communities develop emergency plans
Worked on stream clean up
Gained experience in environmental stewardship and conservation, energy conservation, and urban and rural development.*

Anytown Scout Ranch

Anytown, NM

May- August 2003

*Helped to construct, manage and preserve a non-motorized public backcountry trail along northern New Mexico for Boy Scout Ranch.
Completed project with injuries and under budget.*

*Acted as field manager of volunteer work crews, coordinating the building of new log bridges and prescribing maintenance plans on existing log bridges
Repaired trail damage caused by tree-falls, trail erosion using chain saws, augers and other tools*

JOE ENVIROMENT

100 Any St., Anytown, FL

(123) 456-7890

JEnviroment@anyemail.com

July 31, 2012

[Click **here** and type recipient's address]

Dear Sir or Madam:

As a recent graduate of Anytown College's Natural Resources Management and Policy B.S. degree, the position for an Environmental Specialist is exciting. I have enjoyed my work in restoring native habitat in the Any River Nature Preserve and desire continued involvement in environmental work, including site investigation connected with waste disposal activities.

I chose Natural Resources Management and Policy because I am passionate about preserving the environment. As you will see from my resume, my coursework prepared me to conduct the careful assessments required for this position, including collection of samples, etc.

My recent work with the Student Conservation Association has given me hands-on experience in ecosystem's restoration. My experience as a waiter strengthened my ability to connect with people whether on an individual level or working with organizations. It also developed my organizational skills. My work with Boy Scouts of America developed my ability to build and mobilize support for goals that weren't always appreciated initially.

I offer the leadership skills learned through working as a counselor at a disabilities conference in Washington and as a ranger at Anytown Scout Ranch leading 10 to 15 people through the woods, teaching them basic skills for three or four days.

I offer the problem solving skills learned through college-based interdisciplinary projects which were designed to teach us how to resolve issues as a team when we all came from different degree tracks. It was valuable learning how to gather ideas from each other and blend them into a working solution. My college training provided many hands-on experiences, giving me practical knowledge as well as classroom instruction.

At the same time I have developed the ability to work alone. I am comfortable with traveling, and thrive on field work.

I seek excellence through a constant willingness to learn and adapt. I thrive on hard work whether part of a team or working alone. My varied employment experiences have honed my communication skills and team skills.

I appreciate your consideration of my application for this position. I look forward to the opportunity of an interview in which we can discuss in further detail your needs and how my skills are perfectly suited to fulfilling those needs.

Sincerely yours,

Joe Enviroment

JOHN DOLLAR

1000 Sundown Lane; Anytown, US 00000 ▼ Phone 123-456-7890 ▼ E-mail johndollar@anyemail.com

HIGHLIGHTS OF ADMINISTRATION SKILLS

- Building positive, productive communication channels between diverse interest groups
- Preparing and ensuring adherence to long-term and short-term budgets
- Ensuring maximum possible profits within fluctuating conditions
- Resolving problems in extensive range of environments
- Conducting thorough background checks, ensuring licensing qualifications and ability to provide expected services
- Maintaining safety programs and ensuring OSHA compliant recordkeeping
- Creating custom Excel and Access spreadsheets and databases
- Preparing and reviewing financial reports
- Managing budgets in excess of \$9M

PROFESSIONAL EXPERIENCE

Vice President of Finance

Anytown Services, Inc., Anytown, OR

1996 – Current

Anytown Services, Inc. develops, designs and builds elderly housing facilities. Typical projects run between six and seven million dollars.

Key Responsibilities:

- Coordinating owners, vendors, subcontractors, banks, attorneys, outside consultants, and accounting professionals to ensure projects don't exceed budget or deadlines
- Negotiating and writing contracts, including fixed sum, owner builder, construction management, cost plus, and subcontractor agreements
- Performing vendor and subcontractor prequalification analysis, including screening through extensive check list of background checks and licensing qualifications
- Preparing and processing applications for monthly draw requests, including maintaining monthly subcontractor budget controls
- Coordinating with project managers to prepare and update CPM schedules
- Administrating payroll with over 90 employees in multiple states
- Supervising, hiring and mentoring accounting staff, including ensuring that performance standards are met
- Overseeing construction management of each project with special focus on budgets and schedules
- Completing market analysis on proposals for new senior living projects

Project Highlights:

- Identified new senior living sector, leading to increased profits for company
- Saved company severe financial implications in 2011 by identifying vender's instability
- Found higher quality building supplies at reduced cost

Project Analyst

Advanced Construction Management (ACM), Anywhere, CA

1984 – 1996

Advanced Construction Management specialized in the construction of health care facilities

Key Responsibilities:

- Developed strategic business plan, growing new business to \$500M income/year
- Managed the financial reporting on multiple projects concurrently
- Managed project set up, in-house payroll, subcontractor controls, CPM scheduling, monthly progress report preparation and monthly bank draws

Project Highlights:

- Bid successfully on 35 projects with California Office of Statewide Health Planning Development (OSHPD)
- Brought multiple projects in under budget

EDUCATION

Anytown University, Anytown, MI

Masters of Business Administration

Anytown College, Anytown, CA

BS – Industrial Technology & Management

BRET NONAME

10000 Any Street
Vancouver, WA 98682

bretoname@anyemail.com
(123) 456-7890

DISPATCH MANAGER

Dispatcher/supervisor with over 20 years' experience scheduling and managing crews of between 30 – 40 drivers for both local and long-haul air freight and trucking operations. Especially capable at getting maximized bang out of company's buck.

SKILLS PROFILE

- Over 20 years air freight experience
- Over 20 years extensive hazardous material handling experience
- Over 20 years coordinating route operations creatively for both local and line haul division
- Over 20 years coordinating equipment scheduling
- Over 20 years landing and maintaining large accounts through proactive customer service
- Over 15 years extensive customer service experience
- Over 15 years shipping/receiving logistics experience

EMPLOYMENT HISTORY

Any Expedited Transport, Anycity, OR

DISPATCH MANAGER	1992 – PRESENT
-------------------------	-----------------------

- Primary Responsibilities:** Coordinate scheduling of fleet of 30 – 40 drivers
Train drivers in delivery / pickup etiquette and proper paperwork procedures
Schedule routes, hours, equipment maintenance, etc.
Balance delivery schedules to ensure on-time delivery for all accounts
Manage dock workers
Dispatch drivers, trucks and deliveries
- Results:** Saved company \$75 – 100K per year through ability to fully utilize all driver and equipment resources.

DISPATCHER	1987 - 1992
-------------------	--------------------

- Primary Responsibilities:** Dispatch drivers, trucks and deliveries
Results: Promotion to dispatch manager.

TRUCK DRIVER	1984 – 1987
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EDUCATION & CERTIFICATIONS

- | | | |
|-----------------------------|--|--|
| GED Any School, Anytown, OR | Class A License with Hazardous Materials Endorsement | IATA Transportation of Dangerous Goods Regulations Certified |
| | TSA No Security Threat Clearance | Hazardous Materials Certified |

JOHN MIDWAY

10000 NE Any St. ♦ Anytown, WA 00000 ♦ (123) 456-7890 ♦ jmidway@anyemail.net

OPERATIONS MANAGER

SUMMARY

- **Over 20 years' experience streamlining operations in diverse production fields**
 - **Proven ability coordinating multiple departments and shifts to achieve higher than mandatory efficiency and quality**
 - **Confirmed skill enlisting team buy-in within high-demand environments**
 - **Demonstrated safety record**
 - **Verified aptitude for root cause analysis and corrective action**
 - **Recognized communication and organizational skills**
 - **Substantiated skills in lean manufacturing and continuous improvement**
-

OPERATIONS MANAGER

Anytown Window Coverings – Anytown, WA

2011 – Present

Enabled business to adapt to shrinking market through efficient Other City plant closure

Evaluated market conditions and recommended moving profitable production lines

Increased remaining plant's capacity through improved production flow

Highlights of Responsibilities:

Management:

- Setting factory goals
- Preparing daily production, waste, on time, performance and employee accountability reports
- Coordinating inventory and department capacities to ensure timely delivery of scheduled orders
- Implementing continuous process improvements to eliminate waste, rework and unnecessary handling
- Revising factory layout as needed to attain maximum efficiency
- Scheduling routine machinery maintenance and resolving building and machinery maintenance issues as they arise
- Communicating with customer service, sales and shop
- Setting minimum performance standards
- Creating job descriptions and work instructions

Human Resources:

- Hiring and implementing HR training, including violence in the workplace, substance abuse, anger management, harassment, company policy, etc.
- Producing training materials
- Resolving employee issues

Quality Control:

- Setting quality standards
- Tracking quality issues, including order incident rates
- Conducting root cause analysis

Safety:

- Providing training to emphasize workplace safety in all departments
- Investigating accidents, total case incident rates and lost time
- Keeping accurate records, including hazard tracking
- Ensuring employee awareness of hazardous energy control procedures
- Lock out tag out, MSDS, etc.

Inventory Control:

- Overseeing orders and optimizing storage
- Mapping, including creating bin locations
- Conducting physical inventories

- MANAGEMENT
- HUMAN RESOURCES
- QUALITY CONTROL
- SAFETY
- INVENTORY CONTROL
- SHIPPING AND HANDLING
- PLANT CLOSURE

TRAINING

- ISO9001 AUDITOR
- OSHA 10
- CONWAY QUALITY SECRET & WINNING THE WAR ON WASTE
- 5-S
- JOB INSTRUCTION TRAINING
- INCIDENT & ACCIDENT INVESTIGATION
- EEOC
- ERGONOMICS
- FORKLIFT SAFETY
- PPE
- HEARING CONSERVATION
- (TWI) TRAINING WITHIN INDUSTRY

- Shipping and Handling:**
 - Setting standards and guidelines for shipping and packaging that satisfy customer expectations
 - Overseeing receiving process
- Plant Closure:**
 - Consolidating product lines to Northwest
 - Selling off assets

**OPERATIONS
MANAGER**

Anytown Fabrication – Anytown, WA

1989 – 2010

- MANAGEMENT
- PROJECT MANAGEMENT
- MAINTENANCE

Earned repeated ratings a #1 Best Maintained Equipment in North America
Kept 3 departments over 2 shifts working at maximum efficiency
Surpassed labor standards and efficiency without sacrificing product quality or customer satisfaction
Used root cause analysis, corrective action, quality audits and on time performance evaluations to cut production costs
Group sourced company-wide money savings opportunities resulting in one time savings of \$922,000 and ongoing savings of \$190,000 per facility
Recommended design modifications to machine parts that reduced company expenses substantially

Highlights of Responsibilities:

- Operations Management:**
 - Monitoring sales, work in progress, order status, on time performance, quality and inventory daily
 - Supervising operation of 100 pieces of automated machinery
 - Overseeing hiring and training of over 100 employees across 3 departments
 - Producing daily PM schedules for 2 shifts.
 - Ensuring safe operation of all equipment
- Project Management:**
 - Planning layout and start-up of new state-of-the-art facility
 - Purchasing and directing installation of production equipment
 - Designing and overseeing installation of plant-wide vacuum and air compressor systems
- Maintenance:**
 - Maintaining 120,000 sq.ft. facility containing office space, production floor and grounds
 - Establishing and ensuring adherence to equipment maintenance schedules
 - Liaisoning between City of Renton building officials, equipment and building maintenance contractors, etc.
- Plant Closure:**
 - Selling off assets
 - Dispersing all inventory
 - Dismantling and shipping all machinery
 - Relocating customer service to new facilities

EDUCATION

Anytown Community College – Welding and Machining
 Anytown Mechanics School – Auto Mechanics

Anytown, WA
 Anytown, WA

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Gabby Sayles

1000 Anytown Way, Anytown, WA 00000 • (123) 456-7890 • GreatSayles@anytown.com

SALES MANAGER

Ready to use my diverse experience in sales and sales management to meet your sales challenges.

- Developing highly trained sales force
 - Meeting and exceeding divisional sales goals
 - Thriving in a deadline focused environment
 - Setting attainable goals and analyzing results
 - Handling customer complaints with favorable resolutions
 - Delivering consistent coaching on solution selling
 - Implementing short and long-term sales strategies
 - Forecasting accurately and on deadline
 - Broad knowledge and utilization of PowerPoint, Surview and Salesforce.com
-

HIGHLIGHTS

- Three years of growing online marketing strategies, including SEO, SEM and social media campaigns
 - Ten years of consistently leading teams to achieve or exceed revenue goals
 - Ten years of project management including building out timelines, implementation, and keeping internal departments on track until completion
-

PROFESSIONAL EXPERIENCE

Anytown Paper, Anytown AZ

2003 – Present

Retail Division Manager

Overview of Key Responsibilities:

- Set monthly print/digital magazines and weeklies revenue goals for account executives and track performance
- Ensure that the retail division, which includes eight outside account executives and two sales assistants, achieve monthly and annual revenue goals through sales of print and digital magazines and weeklies
- Set weekly projections for retail division and analyze account performance to determine annual budgets
- Conduct annual performance reviews for all members of retail division
- Conduct ongoing training, including making joint calls with account executives and coaching prior to and after each call
- Interview and make all hiring decisions within retail division

Results:

- Chosen to represent the advertising division in launching the redesign of *Homes and Gardens of the NW* in 2011
- Designated lead manager for *Homes and Gardens of the NW* magazine
- Selected to lead training program in consultative selling and advanced negotiation for 80 retail, classified, and digital account executives (after receiving specialized training) — saving employer cost of hiring outside consultant for future trainings
- Developed and completed projects for *Downtown Monthly*, *Explore the Pearl*, *Coupon Values*, *Destination* sections and *Homes and Gardens of the NW*

Anytown Paper, Anytown AZ

2000 – 2002

Advertising Account Executive

Overview of Key Responsibilities:

- Handled 45 – 50 accounts monthly, averaging \$3M in annual sales

Results:

- Promoted to Retail Division Manager just two years after joining Anytown Paper
- Given major client account responsibilities, including Best Buy, Sleep Country, Car Toys and Dollar Tree

The All City Review, City CA

1985- 2000

Advertising Account Executive

Partial List of Responsibilities:

- Led sales for six annual special sections
- Determined potential revenue
- Developed marketing materials
- Designed bonus structure
- Kept staff on track to achieving revenue goals

Results:

- Grew sales and accounts in two key territories — Cascade Park/Fisher's Landing and Downtown Vancouver
- Generated over \$1 million in sales in the Downtown Vancouver territory averaging 65 accounts monthly
- Brought in, on average, 10 new accounts monthly
- Consistently ranked as the top producer within the advertising division

EDUCATION, ACTIVITIES, AND SPECIALIZED TRAINING

B.S. in Business Management - Anytown College, Anytown CA

All City's Downtown Association

- Chair of promotions committee 1997-1999
- Voted in as President of 100 member organization in 1999

Specialized training includes:

- Stephen Covey
- Sandler Training
- Virtanza Sales Training and Certification
- Monthly webinars conducted by Advance Internet
- Google AdWords Certification