

Sample 2

John McGINLAY

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Objective

An entry-level position in sales, requiring leadership, communication and interpersonal skills

Education

Miami University, Oxford, Ohio

Bachelor of Arts in Psychology, Awarded May 1996

Related Coursework

- Consumer Behavior
- Principles of Marketing
- Personal Selling
- Microcomputer Workshop

Financed 40% of college expenses through part-time and summer employment

Work Experience

Albert K. Department Store, Sportswear Department, Chicago, Illinois

Sales Associate, (June - August 1994 and June – August 1995)

- Promoted from stock clerk after six weeks
- Assisted customers in selecting merchandise and making purchases
- Prepared daily sales summaries and monthly inventory reports
- Trained, scheduled and supervised three stock clerks

Office of Student Financial Aid, Miami University

Student Assistant, (January 1993 - June 1996)

Worked 10-15 hours per week to defray college expenses

Office of Residence Life, Miami University

Resident Assistant, (September 1993- June 1994)

- Provided academic guidance and peer counseling for freshmen residents
- Developed educational and social programs
- Interpreted and enforced polices governing student contact

Skills:

Microsoft Word 97, Microsoft Excel 97, NCR register system, Train-the-Trainer certified.

Languages:

English - Mother tongue

German - Good knowledge, written & spoken

French - Elementary knowledge, spoken

Honors and Activities:

- Dean's List
- Phi Eta Sigma, Freshman Honorary Association
- Vice President and Rush Chairperson, Delta Delta Delta Fraternity
- Fund-raising Chairperson, Miami Marketing Enterprises (MME)
 - Developed and managed fund-raising program marketing specialty shirts
 - Devised promotional strategy and sales goals
 - Raised over \$2500 after expenses for the most successful MME fund-raising program in three years
- Treasurer, Oxford College Freshman Residence Hall
- Member, Psychology Club
- Volleyball, softball, and broomball teams in High school

Interests

Competitive sports, microcomputers, and designing clothes.

References

Available upon request.