

Chronological Resume Sample
Bachelor of Applied Science Degree, Supervision and Management
(Garamond font)

Maggie Student

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PROFILE

Energetic, enthusiastic with a passion for customer satisfaction. Ability to develop, motivate and train others with excellent delegation and follow up. Strong leadership and financial skills combined with coursework in business administration and management. Skilled at maintaining strong business relationships with management, customers, employees and vendors.

SKILLS

Customer Service	Social Media	Sales and Promotions
Retail Operations	Supervision	MS Word, Excel, PowerPoint, Publisher
Cash Handling	Excellent writing skills	Accounting and Bookkeeping

EDUCATION

Palm Beach State College; Lake Worth, FL 8/2010 - present
B.A.S. Degree in Supervision and Management
General Management Concentration, GPA 3.2
A.S. Degree – **Business Administration** 8/2009

EMPLOYMENT

Branch Account Representative

Chase Bank; Delray Beach, FL 2010 – present

- Establish, retain and deepen relationships with banking center customers and potential customers to achieve team sales goals and provide quality customer service.
- Resolve complex service issues or refer to appropriate associate to guarantee customer satisfaction and retention
- Process transactions accurately and efficiently to build customer confidence and trust, based on established policies and procedures.
- Function as a scheduled seller or teller depending upon banking center's specific needs.

Assistant Store Manager

Campus Clothing; Boynton Beach, FL 2007 – 2010

- Troubleshoot daily close out and shift sales analysis maintaining records of store sales and expenses.
- Handled store merchandising duties and organized various in-store promotions.
- Recruited, interviewed and trained store associates. Provided daily supervision for a staff of ten associates and cashiers managing shift changes and reduced staff turnover by 50%.
- Monitored inventory, placed orders & ensured accuracy of ordering and transfers.
- Promoted to lead worker and then assistant store manager in less than one year.

COMMUNITY SERVICE

Junior Achievement, West Palm Beach 2009- 2011
Organized groups of high school students into marketing teams