

Monty Manager

600 Park Street
Hays, KS 67601

785-555-5555
mmanager@gmail.com

Objective

To obtain a management position with a retail store

Education

BBA Management, May 2014
Fort Hays State University, Hays, KS
GPA 3.75 on a 4.0 scale

Internship Experience

Management Intern, Summer 2012

Walgreens, Hays, KS

- Assisted store manager with store operation, merchandising, inventory advertising
- Trained in human resources and bookkeeping

Qualifications

Computer experience with Microsoft Windows, Word, Access, Excel, and PowerPoint
Leadership, time management, communication and teamwork skills

Work Experience

Technician, August 2012- Present

Nex-tech, Hays, KS

- Design, stake, and collect GPS points for repair and rebuilding of overhead electrical lines
- Work closely with other contractors to coordinate all functions are complete up to client specifications
- Work as primary liaison between company and clients

Supervisor, 2010- 2012

National Electronic Warranty Company (NEW), Hays, KS

- Supervised employees in daily activities
- Coached team members to promote productivity and company goals
- Worked with other supervisors and Management to promote Quality and Customer satisfaction.
- Performed annual and semi-annual performance reviews on agents within team

Community Service/Volunteer Experience

Big Brothers Big Sisters

Tigers in Service

Adopt a Mile

References

Available upon request

Samantha Supervisor

600 Park Street
Hays, KS 67601

(785) 555-5555
supervisor@fhsu.edu

Education

Bachelor of Business Administration in Management, May 2014
Minor: **Marketing**
Fort Hays State University, Hays, KS

Qualifications

Computer skills in Word, Excel, PowerPoint, Adobe PageMaker, Access
Strong leadership, management, teamwork, and communication skills
Skills with ability to draw, sketch, and print artistic ideas

Relevant Coursework

Human Resource Management
Management Information Systems
Management Principals
Managerial Finance

Work Experience

Server/Host, August 2012 - Present
Carlos O' Kelley's Bar and Grill, Hays, KS

- Up sell liquors, appetizers, entrees, and desserts
- Take food orders
- Deliver food to customers
- Seat customers

Recreational Rover, Summers 2011-2012
Rock Springs 4-H Center, Junction City, KS

- Taught campers how to shoot rifles and archery
- Trained campers how to canoe
- Worked in snack bar, kitchen, and custodial

Community Service/Volunteer Experience

Relay For Life
Youth Friends
Children's Miracle Network Events

References

Available upon request