

# RESUME

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## MR. MANAGER

### Experience

8/X1 – 7/X3 CATALOGUE MARKETING (Division of Hickory Farms)

Supervisor Susan XXXXXXies

Customer Service / Telemarketing Supervisor

supervised up to 10 operators, solved customer problems and complaints, trained order takers and customer service agents in both customer relations and computer entry, research and adjustment of accounts.

**I REDUCED TRAINING TIME FOR NEW HIRES FROM FIVE DAYS TO THREE DAYS, AND MY TRAINEES PERFORMED BETTER THAN PREVIOUS NEW HIRES.**

2/X0 – 6/X1 SIZZLER RESTAURANT

Supervisor Gary Xxxxxxin

Waitress

2/X8 – 12/X9 WESTERN MARKETING

Supervisor Becky Xxxxxxett

Store Demonstrator

Product marketing and sales at local supermarkets involved food preparation and knowledge of product for presentation.

3/X7 – 8/X8 COAST WOOD PRESERVING

Supervisor Roy xxxxson

Secretary

General secretarial duties, referral of incoming calls, billing, some payroll, industrial injury and waste disposal reports, personnel records, and other lumber industry record keeping as needed.

Referrals available on request  
xxxx Elm Street, Ukiah, Ca 95482  
(xxx) xxx-xxxx