

DEREK DAVIS
123 Green Street
Houston, TX 12345
(713) 555-1111

OBJECTIVE Sales program trainee.

EDUCATION Bachelor of Science in Agricultural and Managerial Economics,
with special emphasis in Consumer and Managerial Economics
Prairie View A&M University, May 20xx

AREAS OF EFFECTIVENESS

MARKETING/SALES

- Marketed personal computer hardware and software
- Developed and implemented marketing and advertising strategies
- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Recognized for impressive sales record and received quarterly awards for outstanding performance
- Performed general merchandise sales for large catalog sales store
- Participated in numerous microcomputer trade shows

ORGANIZATION/PLANNING

- Designed and developed educational and entertainment software for Apple computer systems
- Implemented parts department reorganization for enhanced work flow
- Developed effective in-store and window displays

COMMUNICATION SKILLS

- Communicated effectively with customers and employees
- Revised policy manuals and developed curricula for training sessions
- Supervised and trained sales personnel

EMPLOYMENT HISTORY

Marketing/Sales Intern, Progressive Microproducts, Houston, TX, month/20xx–Present
Management Trainee/Salesperson, Grand Auto, Prairie View, TX, month/20xx –month/20xx
Salesperson, Consumer Distribution, Houston, TX, month/20xx –month/20xx

ACTIVITIES

Secretary, Prairie View Agricultural Economics Association
Fundraising Chairperson, Cultural Pride Festival
Team Leader, Habitat for Humanity

REFERENCES

Available upon request