

## DEREK DAVIS

### Campus

P.O. Box 1000  
Prairie View, TX 77446  
(409) 555-5555

### Permanent

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  
Associate of Arts in Business Administration  
City College of Houston, Houston, TX, June 20xx

### **EXPERIENCE:**

**Marketing/Sales Intern**, Progressive Microproducts, Houston, TX  
Market personal computer hardware and software. Develop and implement  
marketing and advertising strategies. Design and develop educational and  
entertainment software for Apple computer systems. Participate in numerous  
microcomputer trade shows. (month/20xx–Present)

**Management Trainee/Salesperson**, Grand Auto, Prairie View, TX  
Performed sales work for auto parts store with annual sales exceeding \$35  
million. Position required use of interpersonal skills to work effectively with  
customers and employees. Maintained a large store inventory utilizing a  
computerized inventory system. Supervised and trained sales personnel.  
Implemented parts department reorganization for enhanced work flow. Developed  
effective in-store and window displays. (month/20xx–month/20xx)

**Salesperson, Consumer Distribution**, Houston, TX  
Performed general merchandise sales for large catalog chain store. Handled cash,  
performed inventory control, and completed clerical tasks. (month/20xx–  
month/20xx)

### **LEADERSHIP:**

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

### **REFERENCES:**

Available upon request