

SAMPLE FUNCTIONAL RESUME

Carter Williams

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OBJECTIVE To obtain a sales/marketing position in the personal computer industry

EDUCATION **Bachelor of Science in Economics**, year
Russell Sage College. Troy NY
GPA Deans List ---- Semesters

SUMMARY OF SKILLS

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 personal computers.
- Developed peripheral hardware for microcomputers.
- 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.
- Presented material to supervisors and managers on peripheral hardware for inventory control.

COMPUTER SKILLS: Microsoft Word, Excel, Access, PowerPoint, SPSS, and Internet research

LANGUAGE SKILLS

Fluent in Spanish and Russian

WORK EXPERIENCE

Marketing/Sales Intern, Progressive Microproducts, Chicago, IL, month/20xx – Present.

Management Trainee/Salesperson, Grand Auto, Chicago, IL, month/20xx – month/20xx.

Salesperson, Consumers Distribution, San Francisco, CA, month/19xx – month/19xx.

PROFESSIONAL AFFILIATIONS

Member, American Marketing Association, month, year to present

LEADERSHIP EXPERIENCE

Fundraising Chairperson, Delta Sigma Pi, a service fraternity, College, City, State, dates

Member, Sailing Club, University of Chicago, Chicago, IL, dates