

(NAME)

(ADDRESS)

(PHONE)

(EMAIL)

Professional Objective:

To use my strong communication skills and my customer service experience to find a challenging and rewarding sales position

Special expertise in the following areas:

- *Demonstrated excellence in sales*
- *Event planning*
- *Team Management*
- *Budget Management*
- *Customer Relations*

Work Experience:

(Company)

(City, State)

(Job title) Event Planner

To/From

- Co-edited monthly newsletter with readership of 800 clients
- Produced presentations for client reviews on a daily basis
- Planned and executed in-house networking event for 75 guests within agreed budget

(Company)

(City, State)

(Job title) Flight Attendant

To/From

- Led groups of up to 300 to various travel destinations
- Anticipated problems and devised solutions in order to ensure seamless travel experiences for passengers

(Company)

(City, State)

(Job title) Customer Service Agent

To/From

- Processed an average of 60 passengers an hour
- Resolved passenger problems with consistent good humor and efficiency
- Commended by management for high level customer service

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(Company)

(City, State)

(Job title) Assistant sales director

- Sold events for high end catering company through creative development of new accounts
- Implemented specific monthly sales plans to achieve budget goals
- Hosted open-house events to increase recognition of Company Name
- Produced corporate presentations as part of new business and sales campaigns
- Demonstrated superior call handling skills

Education:

(SCHOOL)

(CITY, STATE)