

BRIANNA E. HAYNES

123 Haynes Avenue
Bismark, KY 12345

123-456-7890

OBJECTIVE: A professional sales position which leads to management.
Interpersonal skills will be used to maximize sales and to promote

EDUCATION: **M.A. in Communications, 2004**
Lindsville University, Bismark, Kentucky

- Courses in psychology, interpersonal communication and public speaking.
- Worked full-time in earning 100 percent of educational and

TECHNICAL EXPERIENCE: **ABC Company, 7890 Kentucky Avenue, Bismark, KY 12345:**
Office management and materials production responsibilities.
Planned and re-organized word processing center. Saved company \$76,000 in additional labor by implementing time and cost studies.
Improved personnel efficiency. 2004 to present.

Hi-Tech Computer, 912 Johnson Road, Bismark, KY 12345:
Customer service and materials production responsibilities.
Handled customer complaints. Streamlined repair appointment system that allowed company to service customers at least 24 hours faster. 2003-2004.

Application Service, 345 Ohio Avenue, Bismark, KY 12345:
Office equipment operation responsibilities. Operated a variety of equipment including Xerox high speed copiers and printers.
Assisted walk-in customers with use of computers and printers. 2002-2003.

SALES EXPERIENCE: **J.C. Penney, 100 Mall Road, Bismark, KY 12345:**
Handled orders and reorganized merchandise displays. Solved

McNabs, 335 Pine Road, Bismark, KY 12345:
Developed direct sales approach for new client recruitment.
Maintained inventory. 1999-2000.