

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 great customer relations.

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

AREAS OF EFFECTIVENESS

**SALES/
CUSTOMER
RELATIONS:** Solved customer complaints. Promoted improved community relations with business. Recruited new clients. Organized merchandise displays. Maintained inventory. Received and filled orders.

**PLANNING/
ORGANIZING:** Streamlined repair appointment system which shaved minimum of 24 hours off customer service time. Initiated time and cost studies that saved company \$76,000 in labor costs and improved personnel efficiency.

TECHNICAL: Six years of experience in operating high speed copying and high resolution laser printers. Expert level in Word, Powerpoint, Excel, Indesign and Photoshop.

PERSONAL: Excellent health, non-smoker. Enjoy challenges and interested in productivity. Willing to relocate and travel.

REFERENCES: Available upon request.