

# Chronological Resume Format

# THE RESUME

# Functional Resume Format

## Marie DUVAL

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E-mail: marieduval@ymail.fr  
Nationality: French

**Career Objective: Seeking a challenging position  
in the field of fashion products marketing.**

## WORK EXPERIENCE

Since Oct. 2007 *Fashion Line*, Paris.  
Assistant to the product marketing manager.  
◆ Promotion of fashion items.  
◆ Analyze of consumer demand,  
◆ Elaboration and development of marketing strategy.

July 2007-  
July 2006 *Mode pour tous*, Toulouse.  
Internships in the Marketing Department. Various responsibilities including prospecting and promotional operations.

## EDUCATION

2006-2007 Postgraduate degree (1 year) following my Master.  
Concentration: international business and marketing.  
University of Paris IX.

2002-2006 Master's degree of International Marketing.  
University of Economics, Toulouse.

June 2002 High school graduation (major in Economics) with honors, Toulouse.

## LANGUAGES

English: good level. Different stays in the United States: New Orleans (two month), Boston (one month), San Francisco (three weeks and five weeks).  
Italian: working knowledge.  
Spanish: basic.

## ACTIVITIES AND INTERESTS

Fond of nautical sports: sailing, scuba diving, water skiing.  
Involved in community activities with children: school tutoring and outdoor educational activities.

## MISCELLANEOUS

Driver's license.

## Samy Mareco

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75015, Paris, France  
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## Sales Force Project Manager

## PROFESSIONAL SKILLS

<b>CRM</b>	• Expert in the use and the parameter setting of Sales Force. Participation in the installation and adaptation of the CRM XZT to the needs for the team of sale.
<b>Data Processing</b>	• Excellent knowledge of the Windows environment. Practice of Word, Excel, Outlook, Power Point, CRM tools. Good general knowledge in information systems (operating systems, languages and databases).
<b>Sales</b>	• Prospecting, discovery, closing and development of consumer loyalty of SMEs and Large accounts customers.
<b>Management</b>	• Supervision, training, coaching and framing of tele-counselors.

## WORK EXPERIENCE

Since May 2007 *ATG Corporate* *Paris*  
**Sales Force Project Manager**

- In charge of Sales & Marketing information flows.
- Responsible, in coordination with our commercial and technological teams, to optimize the results of the teams of acquisition and Account Management by developing the sales and the adoption of the Customers.

Principal responsibilities for the job:

### **Acquisition**

- Flow acquisition: generation of lead and followed.
- Purchase and optimization of the France acquisition databases.

### **Development of consumer loyalty**

- Guarantor quality and cohesion of the data transmitted to the customers.
- Followed the commercial indicators.
- Productivity and good use of the internal tools. Push good information with the good customer at the right moment.

### **Transverse projects**

- Management and evolution of the CRM.
- Capacity to link and model with the European countries.

Pol. 2403 2016

~~Hydra Journal that borrows  
from both the chronological &  
The Functional~~

THE  
RESUME

Desiree Trabajar  
1122 3rd Street  
Los Angeles, CA 90000  
Home phone: (213) 555-0000  
Work phone: (213) 555-1111

OBJECTIVE

Newsletter Editor for Sabroso Chorizo Inc.

SUMMARY

- Spanish-language skills and cultural fluency bring unique strength to communicating with employees who are recent immigrants
- Knowledge of desktop publishing software, Microsoft Excel, Word and Windows 95
- Twelve years of experience in human resources in the food-processing field

EDUCATION

Foreign Studies Program, Universidad de Mexico, 1982  
Moderate Bucks University, Los Angeles, Bachelor of Arts, Human Resources, 1985

EXPERIENCE

1988-Present: Human Resources Assistant, Tasty Treatmakers, Los Angeles

COMMUNICATIONS SKILLS

- Rewrote employee benefits materials to better reflect company's ethnically diverse employee base.
- Researched costs of translation services and oversaw publication.
- Produced periodic bilingual employee bulletins while administering assistance programs for employees displaced by the 1994 Northridge earthquake.

ORGANIZATIONAL SKILLS

- Coordinated and promoted previously disjointed safety programs, resulting in fewer accidents and a 25% decrease in the company's workers compensation insurance premiums.

BILINGUAL SKILLS

- Served as liaison between English-speaking managers and Spanish-speaking employees to improve communications. Worked closely with two other human resources professionals to serve the needs of a diverse work force of 250.

JOB HISTORY

1985-1988: Human Resources Clerk, Yummie Candies, Los Angeles  
1983-1985: Receptionist, Human Resources Department, Yummie Candies  
1982-1983: Chocolate Enrober, Yummie Candies

COMMUNICATIONS SKILLS

- Responded to incoming inquiries in English and Spanish via telephone and correspondence.

ORGANIZATIONAL SKILLS

- Reorganized filing system for resumes and cover letters allowing for easier retrieval. Designed and maintained a computerized tracking system for job candidates.
- Created computerized telephone message log that improved response time to employee-clients

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