

Chronological Resume Sample

Anita Job

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SUMMARY OF QUALIFICATIONS

- Three years experience in retail management, with specialty in purchasing and floor display design
- Utilized strong communication skills in a variety of professional settings
- Enthusiastic dedication to excellent customer service

EDUCATION

2010-Present Tulsa Community College, Tulsa, OK
Pursuing AA Liberal Arts
GPA 3.6/4.0
Dean's List

PROFESSIONAL EXPERIENCE

2008-2012 **Assistant Office Manager**
Department of Communications, Tulsa Community College, Tulsa, OK

- Managed departmental supplies budget; oversaw office purchasing and inventory
- Overhauled department-wide filing system
- Supervised part-time staff

1999 **Intern**
Sharkey's Community Grocery Corporate Headquarters, Washington, DC

- Assisted company publicist with writing press releases, designing weekly advertisements, and managing customer databases
- Developed research methods for determining customer preference for shopping hours

1997-1999 **Assistant Night Manager**
Sharkey's Community Grocery, Jonesboro, AR

- Purchased, stocked and maintained dairy and ice-cream sections
- Oversaw point of purchase display construction, scheduled twenty part-time employees

SKILLS

Computer Skills: Microsoft Word, Excel, Corel Draw, Paint shop Pro, QuickBooks, Oracle Small Business, basic HTML knowledge.

Special Skills: Thorough knowledge of MMORPG and single-player gaming systems, thorough knowledge of Internet applications.