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Next

# Jessica Bloggs

Street Address, City, State, Zip Code  
Phone Number, Email address

## Summary

A brief introduction to you, what you are looking for and some of your key achievements.

## Work Experience

### Company Name, Dates of Employment

- Job Title, responsibilities, key achievements

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- Job Title, responsibilities, key achievements

## Education

- University, location – date from – date to
  - Qualifications achieved
- College, location – date from – date to
  - Qualifications achieved

## Skills

- Skill - competency
- E.g. PHP - expert
- E.g. HTML – intermediate

## References

- References are available on request.

2004 – 2007  
Company  
Assistant Manager  
Outline  
Supporting construction, launch and operational management of brand new hotel.  
Key Responsibilities

- Providing personal assistance and operational support to general manager in running of hotel
- Screening and handling guest complaints; ensuring they are dealt with professionally
- Greeting guests and managing all staff reservation requests in UK and globally
- Sourcing display jewellery for reception cabinets and arranging customer sales
- Chairing weekly update meetings with all head of departments

2002 – 2004  
Company  
PA to General Manager  
Outline  
Providing assistance and in the launch of new build hotel from construction through to operations  
Key Responsibilities

- Liaising with builders, suppliers and contractors during construction
- Recruiting new hotel staff including advertising, screening and interviewing
- Providing ad hoc assistance to general manager and covering during absence
- Handling queries via email, post and telephone
- Meeting guests and composing outgoing letters
- Liaising with authorities to obtain licences etc.

4 2000 – 2002  
Company  
PA to General Manager  
Outline  
Supporting a busy general manager in a high pressure environment with responsibility for recruitment, letter typing, communications, diary management, travel arrangements and ad hoc duties

1985 – 2000  
Company  
PA to Company Secretary  
Outline  
Supporting 8 members of change team; sorting mail, diary management, travel arrangement, visitor hospitality, transcription typing, budget management and team liaison

5 1980 – 1985  
Company - Invoice Typist

Education & Qualifications

- > BTEC Business Studies/Secretarial Diploma
- > Travel & Tourism COTAC Level 1 & 2, ABC Fares & Ticketing – College
- > Advanced Legal Word Processing (Merit), Advanced Administration in the Legal Environment (Distinction), Advanced Communication Skills in the Legal Environment (Distinction) – Institute of Exec
- > 6 GCSE's including English & Maths

References Available on Request

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## John J. Jobseeker

123 Success Ave, New York, NY 10017  
Phone: (212) 555-1212  
E-mail: johnj@job.com

**Objective:**  
Energetic Marketing Manager with expertise in research and communication through education, and experience, seeks a similar role to produce immediate growth contribution to a rewarding company.

**Summary:**  
Marketing professional offering extensive and successful experience promoting multiple product lines throughout the Northeast. Emphasis on competitive analysis, brand management and project team leadership. Resourceful researcher with a proven track record in the development of profitable marketing campaigns and strategies.

**Professional Experience:**

**ABC Company, Inc. (2005 - Present)** **New York, NY**  
Marketing Manager (2009 - Present)

- Manage budget and business growth by seeking potential markets and advertising outlets
- Contributed to a 33% increase in monthly sales, surpassing the breakeven point for the first time in distribution center's 2.5 year history
- Increased one product line's market share by 25% within six months after devising a trade-in and discount campaign that targeted a major competitor's interchangeable parts

**Analyst (2006 - 2009)**

- Researched the marketplace for new and rewarding sales opportunities and market niches
- Launched and tracked successful sales and marketing initiatives for new products
- Collected campaign and project status updates from departments for weekly meetings

**Intern (2005 - 2006)**

- Processed administrative requests from analysts and managers
- Handled customer-related issues and shadowed Head Analyst

**Specialty Company, Inc. (2002 - 2005)** **Westport, CT**  
Assistant Product Manager

- Created descriptions for new products and updated on company's website
- Researched competitors pricing, packaging and marketing strategies
- Ran and submitted daily reports that monitored statistics and trends
- Created new order submission system to establish a smoother order submission process

**Education:**  
Norwalk Community College / AA in Marketing (2003 - 2005) **Norwalk, CT**

**Skills/Languages:**  
Microsoft Office Suite (Word, Excel, PowerPoint, FrontPage, Outlook), Photoshop, SAP and Internet Research - Fluent in Spanish, Portuguese, Italian and English





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