

BILL CLINTON

1234 Hendrickson Street Brooklyn, NY 11234

Phone: (718) 234 – 5678 **Mobile:** (917) 123 – 456 **E-mail:** billclinton@gmail.com

OBJECTIVE: Obtain a position that will allow me to utilize my professional and educational background to maximize the organizational performance of a company

SKILLS PROFILE:

- Highly motivated professional with exceptional leadership and communication skills
- Solid track record of consistently meeting and exceeding goals
- Able to work effectively independently or as part of a team
- Skilled at organizing complex projects, establishing priorities, and delegating tasks
- **Computers:** Experience with Word, Excel, PowerPoint, Access, and C++
- Fluent in English, **Mandarin** and **Cantonese**

EXPERIENCE:

Bo Xi Lai and Company, New York, N.Y.

December 2005 to Present

Manager

Train staff on cosmetic, skincare, and hair care product features and benefits. Responsible for cutting, coloring, and styling customer's hair. Demonstrate makeup application techniques and educate customers on product features and benefits.

- Achieved double digit sales growth from year to year
- Improved the number of transactions by 35%
- Increased average unit sales 30%
- Cultivated relationships with customers to generate repeat purchase

EDUCATION:

City University of New York

Brooklyn College, Brooklyn, New York

Bachelor of Art, Journalism

Degree Expected June 2009

Kingsborough Community College, Brooklyn, New York

Associate of Applied Science, Performing Arts

GPA 3.7/4.0

AWARDS:

- Dean's List,
- Phi Beta Kappa, and
- Vallone Scholarship