

Angelina Jolie

101-30 138 Street ~ Apt 3D ~ Jamaica, NY 11433

Mobile: (917) 123 - 4567 **E-mail:** angelina@yahoo.com

OBJECTIVE:

To 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 communication skills.
- Able to work effectively independently or as part of a team
- Skilled at organizing projects, establishing priorities, and delegating
- **Computers:** Experience with Word, Excel, Powerpoint, Outlook, and Explorer

EXPERIENCE:

Supervisor, Lifetime Television, New York, NY **Jan 06 to present**
Responsible for collaborating with editorial team to develop feature articles. Transcribe celebrity interviews for movie web sites.

- Increased web traffic 58% in 3 months
- Maximized customer satisfaction by developing a new ordering system

Teacher's Assistant, Little Scholars Daycare, Brooklyn, NY **June 01 to June 06**
Responsible for managing a classroom of fifteen young children. Deliver individualized instruction in all areas of the curriculum.

- Assisted teacher with creating and implementing lesson plans that improve grades 20%
- Participated in parent-teacher conferences, ordered supplies, and handled record-keeping
- Provided learning experiences that promote cognitive, social and emotional development
- Coordinated and scheduled class trips to enhance the educational experience

Executive / HR Assistant, Intellexchange.Com, New York, NY **Jan 01 to June 01**
Responsible for scheduling candidates for interviews and arranging travel. Prepared material hand-outs and pamphlets for orientation.

- Conducted research to identify opportunities with sales potential of \$20 million
- Organized and maintained executive calendar utilizing Microsoft Outlook

EDUCATION:

City University of New York

Brooklyn College, Brooklyn, New York

Bachelor of Business Administration, Finance

Minor: Human Resource Management

Degree Expected June 2007