

Transferable Skills (Combination) Résumé Example

- Provides opportunity to highlight Skills and Qualifications listed from the Functional Resume Format.
- While showing evidence of the employment history listing from the Chronological Resume Format.
- Good for job seekers with a clear job focus and knowledge of the position requirements.

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Objective: Dynamic Marketing professional seeking a position that will utilize my creativity, branding and sales skills.

Highlights of Qualifications

- Over 10 years professional experience with the public
- Personable and persuasive in communicating creatively with diverse clientele.
- Proven skill in persevering in solving customer problems
- Self-motivated and confident in making independent decisions
- Very well organized and able to meet deadlines

Relevant Experience

Sales & Marketing

- Made direct presentation to retail store owners and buyers, marketing Christmas ornaments and gift items imported from Philippines
- Co-hosted sales seminars for potential real estate partnership investors
- Followed up by phone to verify their commitment to invest in the partnership
- Canvassed by cold calling for contributions to a nonprofit organization
- Consistently surpassed sales quotas in retail clothing and house-ware departments
- Co-led voter drive and personally persuaded 2000 citizens to sign the petition in support of placing a community improvement initiative on the ballot

Organization & Customer Service

- Resolved wide range of customer problems, applying diplomacy and assertiveness to delivery delays, fee and budget discrepancies, property management decisions, airline emergencies and communication barriers
- Organized the logistics of speaking engagements and investment seminars: location -catering – seating – literature – speakers – travel
- Maintained extensive financial records regarding individual and corporate clients

Employment History

2014 – PRESENT	Office Manager/Bookkeeper	United States Navy, San Francisco
2012-2014	Philippine Import Sales	Self-employed, selling to Bay Area stores
2010-2012	International Flight Attendant	Transamerica Airline, Oakland

Education

Central Carolina Community College	Sanford, North Carolina
2015	Associate in Applied Science Degree in Business Administration
2014	Entrepreneur Certificate