

# JANE K. SAMPLE

PO Box 1234 ♦ Overland Park, Kansas 12345 ♦ 800.991.5187 ♦ Info@greatresumesfast.com

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Results-driven and versatile customer support specialist with comprehensive knowledge to readily support a variety of professional undertakings. Displays determination in all endeavors with attention to detail for optimal end results. Strong ability to anticipate and proactively address customer needs for high levels of client satisfaction.

**Client Relations / Team Leader / Mentoring & Coaching / Product Promotion / Profit & Loss  
Vendor Management / Inventory Maintenance / Retail Operations / Transportation & Delivery**

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## PROFESSIONAL EXPERIENCE

TREE OF LIFE – Gourmet Foods

***Territory Assistant***

**6/2004-7/2008**

Integral support member conducting numerous store operations duties including transporting and maintaining floor inventory, filling salesperson vacancies, conducting product markdowns and submitting credits. Developed product promotion through strategic marketing displays. Provided prompt assistance to clients, resolving issues and answering questions to maintain superior client satisfaction. Repeatedly requested by salesmen due in part to an efficient and results-driven work ethic, which directly impacted their sales and revenue. ***Diligence and attention to detail demonstrated by achieving a spotless driving record.***

SHAWNEE BISCUIT – Gourmet Foods

***Vendor***

**7/2002-4/2004**

Partnered with independent grocery stores to provide timely and responsive inventory maintenance on over 100 products. Verified product availability through detailed and through assessment, submitted orders for low stock products and operated box truck to execute deliveries. Created promotion displays to increase product sales and introduce new products to the market. Prepared credit reports for damaged and outdated good using meticulous records to reduce profit loss. ***Consistently and repeatedly recognized with attendance-based bonus.***

FRANCIS WILLARD ELEMENTARY

***Para-Professional***

**6/1997-6/2001**

Mentored special education students focusing on enhancing their academic confidence and offering support. Administered beginning of year assessment and monitored student progress throughout the year to focus on areas for improvement resulting in increased scores on year-end assessment. Interacted daily with students in the classroom offering assistance and guidance for successful completion of work. Implemented classroom management techniques ensuring an environment conducive to learning.

WAL-MART

***General Stocking***

**3/1996-7/1997**

Performed daily opening operations including verification of product availability on the floor, organization of merchandising bins and creating product displays. Conducted client relation services at the point of transaction ensuring that customer expectations were met and the overall experience was satisfying.

UNITED STATES POSTAL SERVICE

***Letter Carrier***

**7/1991-11/1994**

Accurately sorted and prepared mail for delivery as well as distributed mail and parcels to delivery vehicles. Maintained consistent schedule of door-to-door mail delivery. Operated a postal vehicle including a 2½-ton truck to retrieve collections in designated areas. Acted as an information source for customers as well as for the public. ***Maintained perfect attendance for a constant and dependable performance.***

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## PROFESSIONAL DEVELOPMENT

Johnson County Community College, ***General Education Degree***

**7/1983**