

# Jane Doe

123 Main, Apt. 000  
City, ST 00000  
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myemail@me.edu

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***Bachelor's in Marketing candidate eager to contribute academic qualifications along with professional experience toward launching a successful career while delivering immediate and long-term results as a key team member***

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## PROFILE OF QUALIFICATIONS

- Solid theoretical and practical/applied studies in Marketing ranging from Marketing Management, Global Marketing, Market Analysis, and Consumer Research to Consumer Behaviors, Advertising & Promotional Strategies and Sales
  - Dynamic communication, relationship building and customer service skills
  - Proficient in administrative operations ranging from information systems management and inbound phone handling to general office/clerical functions
  - Excel in strategically prioritizing and managing workflow to optimize productivity and efficiency, meet critical deadlines and achieve performance goals
  - Strong work ethic and high level of professional integrity; able to represent employer in a positive, productive manner
  - Technology-savvy, with skills including MS Excel and PowerPoint and database administration
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## EDUCATION

University Name-City, ST

**Bachelor's in Marketing** *w/concentration in Marketing Management*; graduate May 2012  
*Member, XYZ Sorority*

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## PROFESSIONAL EXPERIENCE

**JOB TITLE**, Company-City, ST; 2006-2008

- Actively contributed to business growth by collaborating in Open House showings as well as researching and locating properties for potential clients
- Delivered quality customer service in efficiently managing inbound phone calls, responding to inquiries and addressing concerns as well as promptly routing to appropriate staff
- Proficiently managed administrative functions ranging from filing paperwork to managing complex database
- Took the initiative to convert office to paperless/computerized system for enhanced efficiency; created detailed database of buyer, seller, agent, broker, and affiliated stakeholder information along with details on client transactions including sales price and closing date