**BRIANNA E. HAYNES**

123 Haynes Avenue

Bismark, KY 12345 123-456-7890

**OBJECTIVE:** A professional sales position which leads to management.

Interpersonal skills will be used to maximize sales and to promote great customer relations.

**EDUCATION: M.A. in Communications, 2004**

Lindsville University, Bismark, Kentucky

• Courses in psychology, interpersonal communication and

public speaking.

• Worked full-time in earning 100 percent of educational and personal expenses.

**TECHNICAL ABC Company, 7890 Kentucky Avenue, Bismark, KY 12345:**

**EXPERIENCE:** Office management and materials production responsibilities.

Planned and re-organized word processing center. Saved company

$76,000 in additional labor by implementing time and cost studies.

Improved personnel efficiency. 2004 to present.

**Hi-Tech Computer, 912 Johnson Road, Bismark, KY 12345:**

Customer service and materials production responsibilities.

Handled customer complaints. Streamlined repair appointment

system that allowed company to service customers at least 24

hours faster. 2003-2004.

**Application Service, 345 Ohio Avenue, Bismark, KY 12345:**

Office equipment operation responsibilities. Operated a variety of

equipment including Xerox high speed copiers and printers.

Assisted walk-in customers with use of computers and printers.

2002-2003.

**SALES J.C. Penney, 100 Mall Road, Bismark, KY 12345:**

**EXPERIENCE:** Handled orders and reorganized merchandise displays. Solved customer complaints. 2000-2002.

**McNabs, 335 Pine Road, Bismark, KY 12345:**

Developed direct sales approach for new client recruitment.

Maintained inventory. 1999-2000.