**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.

**AREAS OF EFFECTIVENESS**

**SALES/** Solved customer complaints. Promoted improved community

**CUSTOMER** relations with business. Recruited new clients. Organized

**RELATIONS:** merchandise displays. Maintained inventory. Received and

filled orders.

**PLANNING/** Streamlined repair appointment system which shaved minimum

**ORGANIZING:** of 24 hours off customer service time. Initiated time and cost

studies that saved company $76,000 in labor costs and improved

personnel efficiency.

**TECHNICAL:** Six years of experience in operating high speed copying and

high resolution laser printers. Expert level in Word, Powerpoint,

Excel, Indesign and Photoshop.

**PERSONAL:** Excellent health, non-smoker. Enjoy challenges and interested

in productivity. Willing to relocate and travel.

**REFERENCES:** Available upon request.