

VANESSA A. SANCHEZ

SAMPLE

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OBJECTIVE:

A management position that requires excellent interpersonal, organizational, and supervisory skills. Would welcome assignments in operations, sales/marketing, customer services, Human resources, or related areas.

EDUCATION:

Marian College, Indianapolis, IN
Bachelor of Science, G.P.A. 3.2/4.0, May 2007
Major: Management

PROFESSIONAL PROFILE:

Management

- Supervised various youth recreational activities.
- Trained new employees in effective sales and direct mail techniques.
- Frequently served as store supervisor in the manager's absence.

Interpersonal

- Demonstrated effective persuasive skills in retail sales.
- Provided excellent customer service by phone and in person.
- Resolved customer complaints effectively and efficiently.
- Served as new student orientation facilitator and group leader.

Organizational

- Provided administrative support in producing all forms of office communications.
- Designed and developed a coding system for a university research project.
- Organized and recorded data as a research assistant.
- Recognized by supervisors as being efficient and detail-oriented.

LANGUAGES:

Speak, read, and write Spanish fluently.
Basic conversational ability in Italian.

COMPUTER SKILLS:

PC and Mac formats, Microsoft Word, Excel, Power Point and Printshop.

EMPLOYMENT HISTORY:

Good Luck Rent-A-Car <i>Customer Service Representative</i>	Indianapolis, IN 2006-present
Indiana University <i>Research Assistant</i>	Bloomington, IN 2004-2006
World Market Gift Emporium <i>Sales Associate/Cashier</i>	Carmel, IN 2002-2003