

John Smith

Baltimore, MD

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PROFESSIONAL QUALIFICATIONS

Bank Teller (Part-time)

Bank of America, Baltimore, MD

May 20XX – Present

- Receive and cash checks and post entries into correct accounts
- Verify incoming checks dates and ensure loan information is processed and maintained appropriately
- Cross sell Bank of America products and services such as savings bonds and credit cards
- Post all cash and credit card entries into Bank of America database

Budget Analyst/Marketing

Mitchell Insurance Agency, Catonsville, MD

November 20XX – April 20XX

- Developed innovative social media marketing campaigns strategically targeting clientele on Facebook & Twitter achieving 95% success rate in customer retention
- Promoted contests and offered free insurance check-ups to new and existing customers
- Captured \$25,000 in new revenue from Marketing efforts in the first three months
- Drove sales through cold calling prospects closing an average of 30 sales monthly
- Managed marketing strategies, budgets, and vendor relationships; Increased company revenue, reduced costs and implemented processes that saved time while increasing work productivity
- Improved company's competitive advantage by utilizing social media, creating a company logo, performing door to door marketing and attending networking and social events like the African American Heritage Festival and the Baltimore Health Expo
- Enhanced corporate image building company reputation strategically using workshops, mailings, internet marketing and numerous public speaking engagements
- Designed and created marketing material for sales meetings and trade shows
- Managed all social media programs, forums, blogs and social networking sites
- Optimized brand recognition through social media
- Performed inventory management and control procedures, vendor relations, negotiations, and monitored \$20,000 monthly cash flow
- Coordinated and planned five employee schedules delivering web-based training, Microsoft Excel, and Motivational Techniques training

ADDITIONAL EXPERIENCE

Mail Carrier, United States Post Office, Owings Mills, MD

June 20XX – September 20XX

Dock Supervisor, SP Richards Company, Jessup, MD

July 20XX – December 20XX

Supervised eight employees including training, scheduling, and job placement performing safety inspection audits and implementing state guidelines

UNITED STATES ARMY: E-4/Specialist; Light Wheel Vehicle Diesel Engine Mechanic

February 19XX – May 19XX

COMPUTER SKILLS

QuickBooks, MS Word, MS Excel, MS PowerPoint, MS Access, Merlin Teller

EDUCATION & HONORS

Bachelor of Science in Business Administration, Finance; University of Baltimore, Baltimore, MD

Expected May 20XX

Member, National Society of Collegiate Scholars & University of Baltimore Investment Society