

Connie Cambridge

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Talented management professional with strong understanding of operations management, including over two years of experience in the food industry

EDUCATION

Cambridge College <i>Masters in Management</i>	Cambridge, MA	2011-2013
Cambridge College <i>Bachelors in Business Administration</i>	Cambridge, MA	2006-2010

COMPUTER SKILLS

Microsoft Office, SQL Server, PC LAN/WAN, C, C++

PROFESSIONAL EXPERIENCE

Papa John's <i>General Manager</i>	Boston, MA	2010-2013
<ul style="list-style-type: none">Analyzed financial statementsBuilt a safe and secure work environmentAssembled a talented and successful teamAttended to and anticipated the customers' needsCompared inventory with estimated sales, monitored inventory control, and managed inventory with salesEvaluated cost effectiveness throughout the companyUtilized excellent customer service skills to achieve high degrees of client satisfaction		
Cambridge College <i>Student Worker (Dept. of Student Affairs)</i>	Cambridge, MA	2008-2010
<ul style="list-style-type: none">Replied to international students inquiries regarding the school and specific programsCreated an international student catalog complete with necessary documents and transitioning informationCoordinated school events under the directors guidanceDeveloped and implemented professional workshops for studentsFounded a weekly tea party for international students to discuss the challenges they faced		
This Is The Place Cabinets and Countertops <i>Internship</i>	Boston, MA	2007-2008
<ul style="list-style-type: none">Managed accounts payable and receivableOrganized invoices and monthly reportsMonitored financial transactions and reportsMaintained the highest standard in the production of our productTrained new employees on the production lineSupervised quality control conditions		
Liberty Institute of Custom Design <i>Administrative Assistant</i>	Salem, MA	2003-2007
<ul style="list-style-type: none">Taught informational computer classes to studentsActed as liaison between clients and functional managersWrote daily correspondence to clients and business partnersPlanned, scheduled and administered office operations, overseeing data entry, telephone support, and mail distribution, scheduling, filing, and reporting.Handled employees difficulties and concerns		