



SAMPLE RESUME PROVIDED BY Cambray Solutions LLC – www.cambraysolutions.com

Name

Address

City, State Zip Code

Primary Phone Number

OBJECTIVE To secure the Manager position with ABC Company
(optional)

EXECUTIVE SUMMARY

Executive with over 6 years experience in management in a marketing environment. (Be sure to mention in your Employment History, Everything you state in your Executive Summary)

XYZ Book Network September 2008 – Present
National Accounts Manager for ABC Book Company

- Represented NBN's trade lines and RLPG's Academic lines to our largest wholesale account
- Presented some 2,200 Frontlist titles annually
- Coordinated with Ingram's Library, International and Club divisions
- Pursued targeted co-op goals for both lines sold
- Managed title data corrections and uploads to this account, including 250 drop-ins and maintained Ingram's database of 10,000 active backlist titles from both companies

XYZ Book Network November 2007 – September 2008
Manager, Educational Sales and Marketing

- Traveled to seven educational trade shows within seven months covering the library and school markets
- Evaluated market competition, identified industry trends and developed new business opportunities
- Played a key part in the company's decision to level their children's books to become acceptable in the school market
- Identified and recommended marketing opportunities to our client publishers
- Developed new educational accounts
- Worked on NYC Board of Education Bid with our accounts

123Distribution (sister company) March 2004 – February 2008
Sales Rep to National Chain Accounts

- Represented 123Distribution titles to Fortune 500 Booksellers
- Provided customer service to any of our 500 publishers
- Provided product feedback to our publishers

Staff Finance / ITC (now called ACME International, LLC) April 2003 – April 2004
Accounts Payable/ Accounts Receivable/ Receptionist

Big City Schools September 2003 – May 2004
GED Teacher (Part-Time Employment)

- Taught English Language requirements
- Defined my own teaching program to illustrate ideas to students

EDUCATION:

University of Education Tuscaloosa, AL

B.A./English; minor Theater

1990 - 1995