

JOAN ROGERS

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OBJECTIVE: To obtain the position of Assistant Manager – Marketing at Wildriver Stores Inc. using my skills in the areas of creative copy-writing, consumer marketing and brand development.

WORK HISTORY:

2004–2008: Product Manager at [name of company] responsible for [principal job responsibilities], supervising a staff of four persons.

2002–2004: [Job title] at [name of company] responsible for [principal job responsibilities].

1998–2002: [Job title] at [name of company] responsible for [principal job responsibilities].

PROFESSIONAL EXPERIENCE:

Leadership: In August 2007, headed a Task Force to determine the best ways [name of company] should use the Internet to speed up customer transactions.

Business Development: Played a lead role in assisting [name of company] to expand its services to include seniors with special needs, working together with the Marketing and Operations Departments.

Communications: Prepared an Orientation Manual for new employees at [name of company], working together with the Human Resources Department.

EDUCATION:

2002: Attended three-month Advanced Marketing Program at [name of institute].

1994-1998: Attended [name of college] on a scholarship, majored in English Literature and Political Science, graduated with a Bachelor of Arts Degree with a grade average of 3.75.

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LANGUAGES:

- Have verbal and a reasonable amount of written fluency in French.

PERSONAL BACKGROUND:

- Have served as a youth mentor and special events volunteer with [name of community organization].
- Was one of the founders of The Environmental and Wildlife Conservation Club at [name of college].
- Received a prize for being a member of the debate team which took first place in the Annual Debate Challenge event at [name of college].
- Enjoy designing and programming computer graphics.

[the date]