

## Sample Résumé

### **Amy L. Cherwin**

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### **Experience**

Dec. '04 - Present Manpower Temporary Services Naperville, IL

#### *Independent Contractor*

- Assigned to GE Silicones in the industrial sales division.
- Responsible for analysis of monthly, weekly, and, daily sales reports.
- Responsible for scheduling training classes, seminars, and conferences.

June '98 - Dec. '04 Minnesota Life Insurance Barrington, IL

#### *Administrative Secretary*

- Primary responsibility was research and design of sales and training presentations.
- Responsible for scheduling a three person sales and training staff.

March '98 - June '98 SBC Warburg Dillon Reed Chicago, IL

#### *Facilities Assistant*

- Responsible for balancing a \$7 million dollar facilities budget.
- Responsible for scheduling maintenance calls, staff meetings, office relocation's, and construction projects.

May '96 - May '97 KSMR Radio 92.5/94.3FM Winona, MN

#### *General Manager*

- In charge of a 36 member staff, as well as a 7 member management team, with duties that include disciplinary actions, budgeting, special requests, program scheduling, and hiring.
- Balancing a \$15,000 dollar budget, as well as chairing a committee to receive a grant for increasing station amenities such as wattage, equipment, space, and music library.

May '95 - May '97 KSMR Radio 92.5/94.3FM Winona, MN

### *Sports Director*

- Responsible for a 3 member broadcast staff, with standard duties that included scheduling daily on-air sports reports, scheduling all on-air game broadcasts, maintaining all broadcast equipment, training broadcast team, and making travel arrangements for broadcast team.
- Responsible for a weekly sports talk show, with duties that include scheduling guests, doing background research, and running the production board.

### **Education**

1993 - 1997 St. Mary's University of Minnesota Winona, MN

- B.A., Public Relations