

## **Résumé 1**

LINDA MOWRY

348 Somerset Road  
Hayward, CA 94541  
(510) 123-4567

### **OBJECTIVE**

A position as Sales Coordinator, Representative or Account Executive.

### **SUMMARY OF QUALIFICATIONS**

Twelve years successful experience in direct sales of a range of products and services.

Extensive practical hands-on experience as co-owner and manager of a small business.

Motivated and enthusiastic about developing good relations with clients.

Effective working alone or as a cooperative team member.

Professional in appearance and presentation.

### **EMPLOYMENT HISTORY**

2001-present

*Sales Coordinator*

JANA IMPORTS, Oakland

1996-2000

*Distribution Coordinator*

DEJA VU PUBLISHING CO., San Rafael

1990-95

*Co-Owner / Manager*

BILL'S DAIRY PRODUCTS, Livermore

### **EDUCATION**

Bay City College, San Francisco, Liberal arts studies 1987-90

**Résumé Format \_\_\_\_\_**

## **Résumé 2**

Karenne Bank-Trainer

944 Dowling Street

• Pleasant Hill, CA 94523

• (925) 555-5555

• ktrainer@bamboo.com

**OBJECTIVE:** Director of Training, First Nationwide Bank

### **SUMMARY OF QUALIFICATIONS**

Top-notch administrator with more than 15 years experience in finance.

M.B.A. and extensive training in seminars for working professionals.

Outstanding productivity both as a loan officer and as a supervisor.

Unique combination of expertise in mortgage banking, training, sales, and finance.

Dynamic leader and team builder, consistently motivating others toward success.

### **RELEVANT ACCOMPLISHMENTS**

2004-present

MORTGAGE MADNESS, Pleasant Hill CA

*Director of Sales and Training*

-Managed eight loan officers, with responsibility for \$288 million in production, plus full responsibility for all training.

-Designed and led seven monthly training sessions, including broker education and product knowledge seminars, sales strategy and training.

-Reported directly to the president of the company.

2001-04

MAUDLIN MORTGAGE, Rustic City CA

*Loan Officer*

-Developed expertise in all areas of residential financing, including builder business, portfolio loans, Fannie Mae, and Freddie -Mac investor loans.

-Top producing loan officer for Maudlin in 2002.

-Built a large client base by successfully implementing relationship selling.

DREYDEN BEVERAGES, Hayward, CA

*Senior Internal Auditor*

1990-95

BLOUCHER MELON & CO., San Francisco, CA

*Senior Accountant*

- For this "Big Eight" accounting firm, consulted with CEOs and CFOs of diverse industries (computer services, construction, legal services, high tech) concerning auditing, tax accounting, and management.

1985-90

MEGATECH MANUFACTURING, Foster City, CA

*Controller*

## **EDUCATION**

Wilkes College, Wilkes-Barre PA

M.B.A., 1984

**Résumé Format** \_\_\_\_\_

## **Résumé 3**

Robert MacIntyre  
1001 Long Shore Street  
Evanston, IL 12345  
(123) 555-1234  
MacIntyre@thenet.net

## **JOB OBJECTIVE**

Environmental Health & Safety Coordinator

## **SUMMARY OF QUALIFICATIONS**

10 years as an Environmental Compliance Professional with recent experience in Environmental Protection and OSHA compliance.

Demonstrated ability to build rapport and resolve complex issues among multiple entities with conflicting interests.

Working knowledge of industrial and research settings.

## **PROFESSIONAL EXPERIENCE**

1995-present

SIDNEY LABS (SL), Chicago, IL

Environmental Compliance Specialist

## **LEADERSHIP**

-As Facility Coordinator for a building on the University of Chicago campus, closed out 85% of 1800 deficiencies, turned around maintenance and custodial standards, implemented a recycling program, and improved security.

-As Chairperson of the Life Sciences Division Safety Committee, revitalized the group, improved productivity, increased recognition within SL and facilitated a self-assessment inspection program.

-Served as liaison between Principle Investigators and Environmental Health and Safety (EH&S) Division.

-Developed strategies for EH&S compliance including OSHA and waste management.

-As Manager of the Medical and Biohazardous Waste Program, developed a comprehensive compliance document including a generator's guide and training plan. Program was fully implemented in only five months.

## **COMPLIANCE ENFORCEMENT**

-Conducted advice visits to hazardous and mixed waste generators to review procedures, labeling practices, and adherence to accumulation time limits.

-Updated and managed the Underground Storage Tank (UST) Program, which included the creation of four-page Monitoring Plans that were used as models by the Department of Energy (DOE).

-Coordinated certification of tanks and secondary containment for six Permit-by-Rule (PBR) Hazardous Waste Treatment Units. Ensured upgrades were in compliance and directed the permit writing effort.

1994-1995

SAFETECH, Springfield, IL

Environmental Compliance Consultant

An environmental consulting firm providing support to DOE facilities.

-Developed and wrote the first-ever Quality Control Inspection Plan/Procedure to monitor quality assurance of Pleasant Hills

Laboratories' Hazardous Waste Management storage and treatment facilities. Plan was incorporated into their Part B Permit.

-Audited hazardous waste management facilities and Waste Accumulation Areas (WAAs) for compliance with EPA and Cal-EPA regulations, and

DOE policies. Waste included: hazardous, Radioactive (high and low level), and mixed.

1990-1994

U.S. AIR FORCE, Wichita, KS

Environmental Program Manager, 1993-1994

Environmental Compliance Specialist, 1993

Chemist, Materials Engineering, 1990-1993

-An aircraft re-work facility comprised of 125 manufacturing shops and a materials engineering laboratory.

-Ensured EH&S compliance in 75 WAAs by performing frequent surveillance and enhancing the training program.

-Co-developed directives for issues including waste minimization, solvent substitution, recycling, chemical storage, fire safety, and OSHA standards.

-Directed preparation of individual shop contingency plans for the site Hazardous Material Management Plan.

1987-1989

MARLON RIGGS HIGH SCHOOL, Topeka, KS

Physical and Inorganic Chemistry Advanced High School Teacher

1984-1987

TOXMOX INC., Topeka, CA

Chemist, 1987

Lab Technician, 1984-1987

## **EDUCATION**

B.S., Biochemistry, Emporia State University, 1985

### **Seminars:**

OSHA/RCRA

Emergency Preparedness

Hazardous Materials

Hazardous Waste

Fire Safety

Underground Storage Tanks

Medical Waste

Radioactive and Mixed Waste

**Résumé Format** \_\_\_\_\_

**Résumé 4**

REX T. ROBINSON

4001 Tremont Street • Casper, WY 12345 • (123) 555-1234

**OBJECTIVE:**

A Senior Management position in a credit union with responsibilities in branch administration and lending

**HIGHLIGHTS OF QUALIFICATIONS**

15 years experience in financial environments, including mortgage and consumer lending.

Successfully turned around two credit union operations and three bank branches.

Continuously achieved designated profitability and market share growth goals.

A strong community leader and team member— Former Mayor of Casper.

**PROFESSIONAL ACHIEVEMENTS**

**MANAGEMENT**

-Managed Maplewood Savings' new branch in Casper, turning a deficit of \$93,000 to a profit of \$450,000 and increasing loan base by

\$8.3M and deposits by \$4.6M.

-Administered all aspects of daily operations at Union Credit.

-Projected Maplewood's budgets for staffing, loan demands, and deposit growth.

-Developed a reporting system to keep Union's senior management abreast of achievements.

-Motivated staff at each institution to extend their best effort in meeting customers' expectations.

**LENDING**

-Managed loan portfolios of up to \$55M at First Interstate.

-Hired, trained, and supervised staff of up to 25 in credit analysis, presentations, lending regulations, and product development and marketing at Maplewood Savings.

-Utilized lending expertise in real estate (secondary market sales/servicing), consumer lending, and VISA credit and debit cards to achieve Union's profitability and market share growth.

## **WORK HISTORY**

1999-Present

Senior Branch Manager

Maritime Credit Union, Casper, WY

1994-99

Vice President/Manager

Maplewood Savings, Casper, WY

1990-94

Senior Development Lender

Union Credit, Casper, WY

1989-90

Business Development Lender

First Interstate Bank, Orinda, CA

1987-89

Commercial Loan Officer

Bank of America, Oakland, CA

1985-87

Commercial Loan Officer

Wells Fargo Bank, Lafayette, CA

## **SPECIALIZED TRAINING AND EDUCATION**

Maplewood Savings:

Consumer Lending

Management Training Program

AIB Training:

Tax Return Analysis

Advanced Financial Statement Analysis



Seminars:

Negotiating Skills

Bank Management

B.A./A.B, University of California, Los Angeles, CA, 1985

**Résumé Format** \_\_\_\_\_