

# Jane Dough

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Objective	To join the team at XYZ Manufacturing as a manager in the accounting department.		
Education	2003-2007	Number One University	Oklahoma City, OK
	<i>B.A. in Business Management</i>		
	<ul style="list-style-type: none"><li>▪ Magna Cum Laude</li><li>▪ Secretary – Association of Women in Business</li><li>▪ Charter member – Campus Mathematical Association</li></ul>		
Work experience	2003-Present	East Side Retail	Oklahoma City, OK
	<i>Assistant Manager</i>		
	<ul style="list-style-type: none"><li>• Streamlined new employee training by creating an interactive module used in addition to traditional methods; this reduced overall training time.</li><li>• Automated billing processes, which allowed staff to focus on customer needs.</li></ul>		
	2001-2003	Hollybrook Shops	Oklahoma City, OK
	<i>Sales Associate</i>		
	<ul style="list-style-type: none"><li>• Assisted customers with purchases and returns.</li><li>• Maintained and organized retail stock.</li></ul>		
Volunteer experience	Habitat for Humanity: Volunteer Coordinator (2002-2006). Managed over 200 volunteers throughout multiple community projects.		
	Big Brothers/Big Sisters: Team Leader (2004-2005). Organized group events and assisted matching volunteers to youth.		
Extracurricular activities	Children's Choir Director – Crossroads Community Center Little League Assistant Coach – Number One Public Schools		
Awards received	Volunteer of the Year 2005 – Habitat for Humanity		
References	Available upon request.		