

Jane Dough

1234 West Holly Lane
Oklahoma, OK 11111
Phone: 111.222.333
Email: JDough@mymail.com

Objective Join the team at XYM Manufacturing as manager in the accounting department.

Professional Highlights

Management

- Streamlined employee training by creating interactive modules used in conjunction with one-on-one training measures.
- Automated new billing processes, allowing retail staff to focus more on customer needs.
- Organized community events and supervised volunteers for mentorship initiative.
- Audited annual budget for local chapter of the Association of Women in Business.
- Managed over 200 community volunteers throughout multiple non-profit projects.

Communication

- Chaired committee and acted as emcee for annual agency conference.
- Revised agency newsletter to better serve our constituents.
- Served as keynote speaker for annual Big Brother/Big Sister volunteer recognition ceremony.

Fundraising

- Recruited staff for annual fundraising call campaigns for a local food bank.
- Launched a marketing campaign that generated a \$5,000 increase in annual donations for a local non-profit.

Skills

- Public speaking
- Training development/facilitation
- Microsoft Office programs
- Adobe Creative Suite
- Marketing and sales
- Accounting/bookkeeping
- Problem solving
- Critical thinking
- Social media

Employment History

Assistant Manager	East Side Retail Oklahoma City, OK	2003-Present
Sales Associate	Hollybrook Shops Oklahoma City, OK	2001-2003
Volunteer Coordinator	Habitat for Humanity Norman, OK	2004-Present
Choir Director	Crossroads Community Center Oklahoma City, OK	2006-Present

Education

B.A. in Business Management	Number One University Oklahoma City, OK	May 2007
-----------------------------	--	----------

References

References available upon request