

JOHN JONES

1234 S. Apple Drive * Wilkes-Barre, PA * jjones@aol.com * 570-750-9876

SUMMARY OF QUALIFICATIONS

- * Executive Manager with over 10 years of management, purchasing, and sales experience in a high volume manufacturing environment.
- * 10 years of experience managing a Fortune 500 manufacturing firm of over 100 employees
- * Exceptional problem-solver with strong interpersonal and negotiating skills

SELECTED CAREER ACHIEVEMENTS

Management

- * Successfully managed team of 50 sales professionals who increased sales profit

Sales and Marketing

- * Launched successful promotions campaign for new product

PROFESSIONAL EXPERIENCE

Executive Sales Manager 2001-2006
ABC Manufacturing, Wilkes-Barre, PA

Senior Buyer 1994 - 2001
Blue Steel Corporation, Scranton, PA

EDUCATION AND TRAINING

Bachelor of Science in Business Administration
University of Scranton, Scranton, PA

TECHNICAL SKILLS

Microsoft Office Suite, Peach Tree, Oracle

REFERENCES

Available upon request