

Résumé Experience Statement Exercise

Solutions

1. Supervised four employees and oversaw daily tasks.
2. Addressed client inquiries for 16 attorneys.
3. Resolved tenant complaints.
4. Distributed customer bills on strict schedule.
5. Coached 12 children for after-school baseball program.
6. Managed sales database while manager took two-month leave.
7. Participated in beach clean-up volunteer day to collect post-holiday trash.
8. Promoted to managerial position at start-up company within six months.
9. Performed bookkeeping tasks using QuickBooks and Quicken to prepare monthly client statements.
10. Attended Spanish classes to improve speaking/writing skills.
11. Helped raise \$2000+ in donations for organization helping underserved youth.
12. Drafted press releases for posting on company website.
13. Created system to improve daily operations.
14. Awarded outstanding salesperson prize for three consecutive months.
15. Planned regional meeting; secured venue and speaker.