**Functional Sample Resume**

*For an experienced professional who may have had different careers or multiple positions with similar/related duties across roles*

**ANITA JOB**

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**SUMMARY**

Results-oriented manager with a history of implementing innovative and creative design strategies. Demonstrated ability to manage personnel and budgets, achieving high level of client satisfaction while reaching or exceeding goals and objectives.

**ACHIEVEMENTS**

**Sales**

* Generated $1,750,000 in sales within 12 months, surpassing previous 12-month period by 20%
* Serviced accounts of $500,000 to $1,000,000, contributing to company-wide revenue increases of 15% to 30% annually
* Achieved invitations to Top Performers Club for three consecutive years
* Recaptured two major design accounts from competitors, resulting in an annual revenue increase of $750,000

**Marketing**

* Successfully opened new territory in the Northwestern United States, adding 15% to company gross sales in the first year
* Selected as the first National Account Representative for government contracts, resulting in the establishment of a new client base for the company
* Proposed and implemented cost-effective service program for government accounts, contributing to the lowest cost per customer in the company’s history

**Management**

* Hired and managed a design team of six and lowered attrition rates with appropriate employee selection and skilled training methods
* Mentored two mid-level associates, leading to promotions to senior designer status
* Effectively managed a departmental budget of $975,000

**PROFESSIONAL EMPLOYMENT**

**Account Executive**, Bradshaw, Ridge, and Wells, LLC, Edina, MN 2015-2017

**Marketing Manager**, Realia-world, Inc., St. Paul, MN 2012-2015

**Creative Associate**, Smithson & Jones, Minneapolis, MN 2009-2012

**EDUCATION**

**Minneapolis College of Art and Design**, Minneapolis, MN May 2009

Bachelor of Science in Entrepreneurial Studies

Minor in Advertising

Hearst Senior ES Merit Scholarship Recipient