

Jane Doe

Professional Accomplishments

General Manager –Boman’s Transport (2002-Present)

- Managed team of 30 staff members
- Created and managed strategic plans
- Organised recourses
- Decision taking
- Discipline of staff
- Developed and maintained staff motivation
- Created and managed budgets

Assistant Sales Manager-Griffin Corporations (1996-2002)

- Created and monitored sales projections
- Compiled sales reports
- Motivated staff
- Dealt with discipline
- Performance management
- Set and managed sales targets
- Outbound and inbound sales

Office Supervisor-Mobile Systems Tools (1990-1996)

- Supervised team of 10 staff members
- Managed calendar and time sheets
- Basic discipline
- Dealt with irate customers
- Staff productivity reports
- Performance management and staff appraisals
- Involved in hiring of staff

Administrative Clerk-Atlas People (1985-1989)

- General administration
- Minor budgeting
- Filing
- General marketing
- Personal assistance to GM
- Typing and data entry
- Customer service

Education

MBA	Open Field College, UK	1985
BA Honours Economics	Philip University, USA	1984
BA Economics	Greenwich University, UK	1983

References

References are available on request.