

# Sample of a Combination Résumé

## Jill Smith

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## JOB GOAL

To work for a small to mid-size retail business.

## SKILLS SUMMARY

- thirteen years experience in retail sales
- flare for advertising and marketing campaigns
- enthusiastic and responsible, able to develop good relations with clients
- enjoy working independently or as a team member

## RELEVANT SKILLS

### Sales and New Product Development

- increased Oasis Giftware's sales by 40 per cent in first year
- assisted manager with sourcing unique giftware products
- developed rewards program for clients of major women's boutique

### Customer Relations

- promoted to senior salesperson in clothing boutique
- awarded Employee of the year in 1998 and 1999
- promoted Oasis Giftware at trade shows in the area

### Advertising and Marketing

- arranged giftware for a presentation in a 20-page catalogue
- developed newspaper ads and direct mail flyers
- took orders and processed requests at Oasis Giftware and EFG Imports

## EMPLOYMENT HISTORY

1998-2000	Sales Representative	Peach Fashions
1995-1998	Retail Sales/Assistant Manager	Oasis Giftware
1982-1990	Retail Sales Clerk	EFG Imports

## EDUCATION

City College, British Columbia

Art History Diploma, 1990-1992

## REFERENCES

Available upon request.