

• Ellen Smith •

111 Press Lane
Chula Vista, CA 91910

(619) 422-2222 (h)
(619) 422-2200 (w)

• Objective •

Provide my employer with proven knowledge and skills while reaping the personal and financial benefits of a challenging position with continued growth opportunities.

• Summary of Qualifications •

Supervisory, verbal and written communication skills; market research, budgeting, accounting, problem-solving and staff motivation.

• Experience •

Manager, ABC Corporation, Chula Vista, CA 1988 — present

Supervision of four local branch offices, coordinating all regional activities including budgeting, project creation and completion. Responsible for all personnel functions including recruitment, training and effective motivation of more than 100 employees.

Supervisor, Davis Co, Chula Vista, CA 1982 — 1988

Coordinated the day-to-day work activities of more than four dozen employees, handling scheduling and assignment of all jobs. Responsible for record-keeping and documentation of all personnel matters as well daily, weekly and monthly status reports.

Assistant Supervisor, Jeans Fashions, Chula Vista, CA 1979 — 1982

Acted as scheduling coordinator and right-hand person, handling departmental accounting procedures and initial budget preparation. Also served as production department liaison to upper management.

Researcher, Data By Lorrie, Chula Vista, CA 1972 — 1979

Member of eight-person research team, preparing numerous survey materials for a variety of business interests and serving as telemarketer. Promoted to team head, handling analysis of survey data and presentation to new or potential clients.

• Education •

1974 graduate
U.S.A. University, Arizona
Bachelor of Science in Liberal Arts

• Other Information •

Hobbies: Skiing, reading, tennis
Member of: Ca Association, Inc.
Association of Manufacturing Managers
Personal: Married, two children

• References •

Excellent references and salary history available upon request.