

John D. McBride

1000 Abbey Lane · Belmont, NC 28012
704-555-5555

john.mcbride@yahoo.com

Comment [k1]: Use Serif fonts—fonts with the ‘hats & tails’ to make it easier for the employer to read. Ex. Times New Roman, Century, Calisto, Book Antiqua. [List of other Serif fonts](#)

Comment [k2]: Be sure to use a professional email address.

Objective:

To obtain a position in the mortgage banking and sales industry

Comment [k3]: Be consistent in your formatting.—headings, number of spaces, lining up dates, use of italics/bold to emphasize the same thing (ex. job title). In this example, all headings and job titles are bolded.

Education:

Belmont Abbey College, Belmont, NC 2006–Current

Bachelor of Arts, Business Management, Minor: Finance

GPA: 3.14

Comment [k4]: Your objective should be short and to the point. Ex. Seeking a position as ____ or To obtain a position in the ____ industry or Offering __ years of experience in __, __ and ____

United States Navy 2002–2006
Honorable Discharge

Comment [k5]: Write out your degree information. Never put B.A or B.S.

Experience:

Easy Home Loans, Charlotte, NC 2006–Present

Senior Account Executive

- Strong mortgage sales background with a proven sales track record; year to date closings at 25% over the published quota
- Superior knowledge of mortgage loan origination, operations, products and pricing developed through continued education and personal initiative
- Demonstrate excellent customer service in the areas of credit and financial counseling by providing timely and accurate projections, leading to a 35% increase in sales productivity
- Overall 8% referral rate from highly satisfied clients
- Ability to originate high quality loans that have a 100% fund rate by completing accurate applications with full disclosures
- *Position was eliminated due to company buy out*

Comment [k7]: Use numbers whenever possible to give the employer a clearer indication of what you contributed and/or how much responsibility you had

Comment [k8]: Rule of thumb: Begin your bullets with a verb. Write verbs in past tense when describing previous jobs and in present tense when describing current jobs.

Mortgage Group, Charlotte, NC 2005–2006

Senior Mortgage Consultant

- Provided extensive brokerage services to new and existing clients through cold calling and using our current database to solicit previous clients for new business
- Advised clients of new programs and products and made suggestions to assist them with their finances
- Performed processing, underwriting and loan administration duties to help insure a seamless process for the client

Related Skills:

- Proficiency with Lotus Notes, MS Office Suite, Mac and PC OS

Comment [k9]: Be sure that skills are relevant to the job description.

Traci R. Clayton

123 Main Street
Charlotte, NC, 28202
(704) 123 4567 • trclayton@gmail.com

OBJECTIVE

Seeking a position in banking where 10+ years of work in the areas of sales, management, and administration can be utilized

EDUCATION

Belmont Abbey College, Belmont, NC
Bachelor of Arts, Business Management

May 2011

PROFESSIONAL PROFILE

SALES

- Established 500 new accounts surpassing set quota by 10%
- Upsold merchandise resulting in 10% increase in profit per sale
- Planned and managed a 1.2 million dollar territory
- Qualified leads; assessed needs and recommended solutions

MANAGEMENT

- Selected to establish and lead new sales teams
- Supervised 7 account managers responsible for two territories including selection of new hires, training, and performance evaluation
- Trained new recruits in 8 month program using self-developed training module

ADMINISTRATION

- Maintained detailed database of sales including product selection, pricing and time of order to forecast inventory needs
- Coordinated monthly meetings with managers in the region
- Managed files and customer request forms
- Developed customer feedback survey to improve office operations
- Created and sent out marketing materials to prospective customers
- Tracked shipments, purchase orders and invoices in database

SOFTWARE PROFICIENCIES

- Proficient in MS Office Suite with extensive experience in MS Excel, Publisher and Outlook
- Equally familiar with operation of IBM PC and Mac formats

EMPLOYMENT HISTORY

Tryon Software Solutions
Sales Team Lead
Account Manager

Florence, SC
2006-2008
2004-2006

Salon Basics
Office Administrator

Rock Hill, SC
1998-2006

PRO Shipping
Shipment Coordinator

Columbia, SC
1990-1998

Jim Graves

2000 John Ct · Apt. 15 · Gastonia, NC 28054

704-555-5555 · jimgraves@yahoo.com

Objective:

To obtain an **Analyst** position that will allow for the analysis of business operations for the purpose of increased efficiency and cost savings

Summary:

- Accounting
- Cost Savings
- Business Process/Flow
- Operations Analysis
- Improved Efficiency
- Business Analysis

Related Experience:

MANUFACTURING COMPANY INC., Charlotte, NC April 2006-Present
Operations Analyst August 2007-Present

- Given propensity to suggest money saving and improved operating efficiency techniques, promoted to position of Operations Analyst
- Responsibilities include:
 - Analyzing all segments of operations
 - Improve cost efficiency
 - Improve time efficiency
- Create and implement changes in operation techniques that achieve efficiency goals
- Implemented Oil Filtration System in which used oil is recycled, cutting amount of oil bought in half. **Savings upward of \$50,000 annually.**
- Purchased reusable containers for purpose of transporting products between various stages of production. Reusable containers paid for themselves in 5 months. **Savings of \$3,000 annually.**
- Created a system that inventoried and organized all tools and spare machine parts in a centralized location, detailing exactly what is on hand. Eliminated the ordering of duplicate parts. **Savings of \$20,000 annually.**

Accountant April 2006-August 2007

- Managed all aspects of payables and receivables for three different companies that operate under the same roof.
- Reconciled general ledger via thorough analysis of profit, loss, and expenses.
- Handled all bad debt collections.
- Utilized Peachtree and QuickBooks accounting software.

CHARLOTTE BOBCATS, Charlotte, NC January 2006-March 2006

Accounting Internship

- Assisted Accounting Manager with daily activities such as entering payables and receivables, and organizing files for year-end audits.
- Coordinated with Human Resources department in preparation for game days.

Education:

BELMONT ABBEY COLLEGE, Belmont, NC
Bachelor of Arts in Business Management/Accounting May 2007