

Functional Résumé

This format is best suited for multi-industry or -function careers (different industries and functions/skills), when there are no gaps in employment history.

Mary S. Johnson

4600 Main Street, Santa Barbara, CA 93000
(805) 123-4567 • mary@yahoo.com

OBJECTIVE: A position as Sales Manager or Account Manager.

SUMMARY OF QUALIFICATIONS:

- Six years successful experience in direct sales of a range of products and services.
- Extensive practical hands-on experience as co-owner and manager of a small business.
- Motivated and enthusiastic about developing good relations with clients.
- Effective working alone or as a cooperative team member.
- Professional in appearance and presentation.

RELEVANT SKILLS:

Sales and New Account Development

- Increased a small publication's advertising revenue through market research and promotion.
- Developed new distribution outlets for a special-interest magazine in Northern California.

Customer Relations

- Served as vendor representative for Jana Imports.
- Oversaw the production of advertising and its placement in major trade publications.

Advertising, Marketing and Distribution

- Organized and styled merchandise for effective presentation in a 20-page giftware catalog.
- Handled all aspects of order taking and processing at both Bill's Dairy and Jana Imports.

EMPLOYMENT HISTORY:

2002 - Present:	Co-Owner/Manager	Bill's Dairy Products, Livermore
2000 - 2002:	Distribution Coordinator	Déja Vu Publishing Co., San Rafael
1997 - 2000:	Sales Coordinator	Jana Imports, Oakland

EDUCATION: Bachelor of Liberal Arts Degree, UCLA, 1997