

# Jane Smith

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## OBJECTIVE

Experienced business manager seeking work with XYZ company in order to help them boost revenue, improve employee morale, and increase customer satisfaction.

## EDUCATION

*State University (2000-2004)*  
B.S. in Business Administration  
GPA = 3.5

## EXPERIENCE

*Corporate Business (2004-2009)*

### Business Manager

Streamlined operations  
Boosted employee output  
Improved employee efficiency  
Increased company revenue by 25%  
Trained new employees

*State University (2003-2004)*

### Research Intern

Investigated new team-work methods  
Examined profit margins  
Gained experience in team leading and management

## ACTIVITIES

*Honors Society (2001-2004)*

*Alpha Beta Gamma (2000-2004)*

### Fundraising Chair (2002-2003)

Raised over \$1,000 for sorority charities  
Maintained fund campaigns  
Oversaw committees

## SKILLS

### *Computer*

Microsoft Office Suite (Excel, Word, PowerPoint)

### *Languages*

Fluent in Spanish