

HARLEY POKE

2352 Highway 101, Iowa, LA 70647
(555) 555-5555 hpoke136@gmail.com

SUMMARY OF QUALIFICATIONS

- ✓ Two and a half years management experience
- ✓ One and a half years sales experience
- ✓ Proven understanding of marketing principles
- ✓ Demonstrated effectiveness leading projects
- ✓ Solution-focused approach to workflow design
- ✓ Able to accept successive levels of responsibility

EXPERIENCE

BRANCH MANAGER Enterprise Rent-a-Car; Sulphur, LA 20xx – Present

- Supervise management team of 14 agents by making hiring, termination, training and promotion decisions
- Develop workflow strategy, saving regional district annual total of \$75,000
- Facilitate development of new media marketing project that increased visibility, leading to patronage increase of 23%
- Adhere to national policies, regulations, and applicable business laws
- Write internal compliance manual based upon national standards
- Draft quarterly reports to district manager, expressing sales, expenses, and employee turnover

MANAGEMENT TRAINEE Enterprise Rent-a-Car; Lake Charles, LA 20xx – 20xx

- Assisted in designing marketing strategy by devising new ad copy for written publications
- Interacted with approximately 25 customers a day by providing friendly service
- Maintained records of all vehicles in rotation to maintain daily stock
- Conducted quarterly internal financial audit to assure all expenses were accounted

SALES ASSOCIATE Ross Dress for Less; Lake Charles, LA 20xx – 20xx

- Conducted sales transactions of approximately \$5,000 daily for discount clothing store
- Provided friendly customer relations by directing individuals to specific products
- Monitored inventory and make purchase orders to sustain stock
- Opened and closed store, ensuring that registers were accurately calculated at close of business
- Designed attractive product displays, increasing traffic to particular items

PROFESSIONAL AFFILIATIONS

- Society of Human Resource Management (SHRM) – Member
- National Society of Leadership and Success – Secretary
- Fusion Five Young Professionals Organization - Member

EDUCATION

Bachelor of Science – McNeese State University, Lake Charles, LA

Business Administration, 20xx (anticipated)

Associate of Applied Science – SOWELA Technical College, Lake Charles, LA

Business Administration, 20xx