

## Sample Chronological Style Resume

### John Doe

1234 Magnolia Terrace  
Burnaby, BC  
V5M 1M1

Tel/Fax: 604.123.4567  
Cell: 604.122.1111  
Email: johndoe@yahoo.com

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#### PROFILE

UBC MBA Candidate specializing in Marketing with strong interpersonal, team-working, project management and analytical skills. Three and a half years Retail Marketing experience with a leading hard goods retailer and sixteen months in the Golf Course and Resort Operations industry. Consistently exceed performance expectations. Demonstrated team player with problem-solving and solution-oriented communication abilities. Proficient with Windows and MS Office, Lotus Notes, and comfortable learning new software programs. Fluent in English and Mandarin.

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#### EDUCATION

**Master of Business Administration, Marketing Specialization** Completion December 2003  
UNIVERSITY OF BRITISH COLUMBIA, Vancouver, BC

**Chartered Business Valuator (CBV) Candidate**, Canadian Institute of Chartered Business Valuators Completion 2004  
• Completed 4 of 6 required courses

**Bachelor of Commerce, Marketing (Honours)** 1993-1997  
QUEEN'S UNIVERSITY, Kingston, ON

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#### PROFESSIONAL EXPERIENCE

**Branding Assistant, Housewares** 2001-2002  
BIG CORPORATION, Toronto, ON  
Big Corporation is Canada's leading hard goods retailer offering a wide assortment of national and retail brand products under one roof including automotive parts, accessories and service, sports and leisure products, and home products.

Reporting to the Marketing Director, analyzed performance of all brands and recommended areas for improvement.

- Conducted a comprehensive study to determine the contribution of each of Big Corporation's retail brands, with respect to sales units, sales dollars and profitability
- Increased bottom-line by identifying poor performing brands and developing recommendations for future action plans

**Category Development Analyst (CDA), Housewares** 1999-2001  
SMALL COMPANY INC., Mississauga, ON  
Small Company Inc. is a subsidiary of Big Corporation.

Reporting to the Vice President, responsible for managing company's entire product line while overseeing a staff of 30 and maintaining relationships with all vendors.

- Operational leadership in the management and growth of Consumables, a line of over 1000 products with sales exceeding \$175 million in the household cleaning chemicals, tools and accessories categories
- Fostered and maintained relationships with over 90 vendors, as well as with the Small Company Inc. Dealership network, which led to improved efficiencies and better information sharing
- Co-led the development and implementation of Hero™, a new retail brand consisting of 110 products in the household cleaning categories exclusive to Small Company Inc.
- Launched the Hero® brand on time with 90% of products meeting or exceeding initial sales expectations
- Developed sampling strategies in cooperation with the Retail Branding team to instill consumer trial of the Hero® branded products

## Sample Chronological Style Resume *continued*

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#### PROFESSIONAL EXPERIENCE (CON'T)

ABC CORPORATION, King City, ON 1998-1999  
ABC Corporation is a Canadian leader in the acquisition, development and operation of best of class golf clubs and their related amenities, as well as the development of golf-related real estate adjacent to its properties.

##### Financial Analyst, 1999

- Responsible for direct management of a \$4 million portfolio of condo mortgages
- Developed and implemented a spreadsheet model to track guest statistics and profitability figures on a daily, weekly, monthly, quarterly and yearly basis
- Liaised between the corporate office and the ABC Corporation resorts fostering relationships with each of the management teams to create efficiencies in information transfer and to share best practices

##### Coordinator, 1998-1999

- Identified and evaluated target markets for golf programs at both their public and private golf clubs
- Led the planning and coordinating of group and corporate golf clinics
- Designed and implemented the 1999 budget model

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#### SPECIALIZED TRAINING

International Freight Forwarding Certificate (CIFFA), BCIT, Vancouver 2002

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#### ACTIVITIES / COMMUNITY INVOLVEMENT

**Coordinator**, MBA SOCIETY, University of British Columbia, BC Current  
Elected by peers to serve on the class executive committee; developing an online process to streamline the collection of business card information from students, as well as for orders for MBA clothing sales.

**Co-President**, UBC Net Impact Current  
Developed long-term strategic plan and implemented community awareness, education, fundraising and volunteer initiatives.

**Member**, MBA FINANCE CLUB, University of British Columbia, BC Current

**Division Representative**, CDA ADVISORY COMMITTEE, Big Corporation, Toronto, ON 2001-2002

**Head Coach**, JUNIOR BOYS VOLLEYBALL, Colonel By S.S., Ottawa, ON 1998  
Won City Championships; designed and implemented balanced practice schedules aimed at improving individual players and the team as a whole.

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#### INTERESTS AND ADDITIONAL SKILLS

Interests – Golf, downhill skiing, running, biking, squash, foreign and local travel, and photography.  
Languages – English and French (Bilingual)