

Ann Trepneur

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*Skills summary list
towards top*

Objective: Seeking a retail management internship

*Use an objective when a cover letter is
not required*

Skills Summary:

- Proficient using Microsoft Office Suite: Word, Excel, PowerPoint
- QuickBooks Pro
- Inventory Control & Management
- Purchasing & Vendor Relations
- Sales & Sales Management
- Customer Service Operations
- Employee Training & Supervision

Education:

Metropolitan State University of Denver

- Majoring in Business Management, GPA: 3.73
- Anticipated Graduation: May 20XX

Only use cumulative GPA

*Can include relevant current or
registered courses*

Related Courses:

- HR Management
- Marketing Principles
- Organizational Management
- Computer Information Systems
- Strategic Management
- Accounting I & II
- Business Communications (Current)
- Managerial Finance (Current)
- Business Statistics (Current)
- International Business (Spring 'XX)

Applied Projects:

Include relevant class projects

- Researched case studies and recommended strategic management decisions for several companies
- Analyzed HR techniques in practical case-study situations
- Designed a more efficient and cost-effective parts ordering and inventory management system

Employment Experience:

Ilios Restaurant, *Trainer & Food Server*

November 20XX - Present

- Develop strong customer and co-worker relational skills
- Train up to 10 new employees a quarter on food handling and customer service

*For present position
use present tense*

Point Athletic Club, *Spinning Instructor*

May 20XX - November 20XX

- Attained leadership, facilitation, and coaching skills
- Launched four new programs, coordinated scheduling, and managed equipment

*For past positions
use past tense*

Additional Information:

- Serve as an Advisory Committee Member for the Boys and Girls Club of Metro Denver
- Volunteered at the 20XX World Championship for Disabled Cyclists

*Bullet points should be specific
and measurable when possible*