

# John Sample

Cell: 555-555-555 ♦ Home: 123-456-7890

---

5555 McKeith Road ♦ Conway, SC ♦ 29526 ♦ [johnsample@yahoo.com](mailto:johnsample@yahoo.com)

## OBJECTIVE

Seeking a social media and marketing communications position that will enhance my creativity, superior communication skills, and expertise in marketing.

## SKILLS

- Accountable and dependable for assigned responsibilities and job expectations
- Attention to detail, goal minded and great problem solver
- Highly Motivated and passionate toward goals
- Organized and efficient

## EDUCATION

B.A. English

*May 2023*

Coastal Carolina University, Conway, SC

## PROFESSIONAL EXPERIENCE

*Capt. Johns Seafood - Conway, SC*

*2022 – Present*

- Coordinate daily front of the house and back of the house restaurant operations
- Deliver superior service and maximize customer satisfaction
- Respond efficiently and accurately to customer complaints
- Regularly review product quality and research new vendors
- Appraise staff performance and provide feedback to improve productivity

*Dollar General Stores Incorporated - Whiteville, NC*

*June 2021 – August 2021*

*Third Key Manager*

- Inventory, stocking, bookkeeping, customer service.
- Supervise employees not in management positions.
- Open and close store for operating hours.
- Help setup and maintain new store location.
- Responsible for managing store money, making deposit drops.