

## JOHN SCANNABLE EXAMPLE

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### OBJECTIVE

To obtain an entry-level position in human resources where I can use my education and experience to be an asset to the organization

### STRENGTHS

- Organizational Skills-designed and implemented a new system to make a cleaning process more efficient, resulting in a cost savings of \$50 a month and a time savings of 5 hours a week
- Adaptability-trained in four diverse departments as a sales representative
- Team Player-involved in group projects and team presentations
- Integrity-entrusted with large amounts of funds in all job positions
- Leader-directed new employee orientation and training programs
- Job Completion-finished all work and school assignments on time
- Paid for 90% of college expenses

### EDUCATION

Bachelor of Science, Bob Jones University, Greenville, South Carolina  
--Major: Comprehensive Business Management  
--Minor: Spanish

### EXPERIENCE

- Custodial Supervisor of Providence Baptist Church, Spartanburg, South Carolina: supervised the cleaning of the church building, created and implemented a new system to make the cleaning process more efficient, prepared order forms for inventory and placed orders for supplies, trained and delegated duties to five other employees, awarded pay raise based on performance
- Customer Service Representative at Christian Supply, Spartanburg, South Carolina: supervised 5-10 employees in four sales departments, placed 25 orders a day on detailed computer system, answered store switchboard and transferred calls, processed cash drawers containing \$3000-5000 at the end of each evening shift, trained 3-5 employees a month on the store computer system and on the sales floor, promoted to floater position
- Server at Cracker Barrel Restaurant, Spartanburg, South Carolina: served 75-100 customers an hour, entered customer orders in computer system, handled customer requests and complaints, trained 4-5 employees per month in shift responsibilities and customer service, received pay raise due to personal sales increase

### ACTIVITIES

- University Business Association
- Pi Gamma Delta Literary Society, Intramural Sports
- Residence Hall Leadership Role
- Alumni Association
- Weekly Children's Ministry
- Foreign Language Club: Spanish