

A chronological resume presents your education and work experience in a straightforward, reverse chronological order format, listing your current or most recent job first. If the majority of your work experience is related to your stated job objective, the chronological format is generally preferred.

ANH NGUYEN

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PROFESSIONAL SUMMARY

Award-winning sales professional with several years of experience in the consumer products industry and strong track record of exceeding quarterly sales quotas. Highly effective at creating and maintaining good customer relations and generating repeat business. Proven ability to communicate sales tactics and strategies to other professionals through strong presentation skills.

EDUCATION

Bachelor of Science in **Managerial Economics** with a minor in Communication
University of California, Davis, June 2018

Carlos University, **Education Abroad Program**, Madrid, Spain, Summer 2016

SKILLS

Computer: Proficient in MS Word, Excel, email and Internet Explorer in PC and Mac environments.
Language: Fluent in Vietnamese, Conversational Spanish (spoken).
Communication: Able to write clearly and convincingly and give public presentations to large groups.

RELEVANT EXPERIENCE

EOP Tutor, Davis, California (9/15-present)

Tutored adult members of the EOP program at UC Davis. This focused solely on college level English composition and reading. These students were members of the disabled community and varied in both gender, ethnicity and age.

Marketing/Sales Intern, Progressive Microproducts, Sacramento, CA (6/17–9/17)

Market personal computer hardware and software. Develop and implement marketing and advertising strategies. Design and develop educational and entertainment software for Apple computer system. Participate in numerous computer trade shows hosting more than 3,000 visitors and more than 150 vendors.

Management Trainee/Salesperson, Grand Auto, Inc., San Francisco, CA (5/12–9/14)

Performed full-time sales work for auto parts store with annual sales exceeding \$35 million, earning annual sales award for 2013 fiscal year. Worked effectively with customers and employees. Maintained a large store inventory using a computerized inventory system. Supervised and trained a sales force of 34 representatives. Implemented parts department reorganization for enhanced work flow. Developed effective in-store and window displays.

Salesperson, Consumer Distributing Company, San Francisco, CA (9/11–4/12)

Performed general merchandise sales for large catalog chain store. Processed over \$10,000 per week in cash, checks and credit cards, performed inventory control, and completed clerical tasks. Received 7 monthly awards for sales performance.

LEADERSHIP

McNair Scholar (9/15–present)

Member, Vietnamese Student Association (9/15–present)

Fundraising Chairperson, Member, Delta Sigma Pi, a business fraternity (9/16–6/17)