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2 year experience resume sample pdf file online pdf



KAREN PHILIPS
Copywriter • NEW YORK, 10005, USA | 800-555-0401

O EXPERIENCE
9 West St, New York, 10005, USA
2015-2016
New York
NATIONWIDE
USA
Full-time

O SKILLS
User-focused copy
Digital strategy
Effective communicator
Highly adaptable
Proficient in Microsoft Office
Experienced in Adobe Photoshop and
WordPress
Native English speaker

PROFILE
Detail-oriented Copywriter with 4 years of proven experience delivering clear and compelling copy for the commerce fashion industry. Strong sense of customer focus and commercial know how to create highly targeted sales letters, email sequences, landing pages, and marketing campaign materials. Proficient in Microsoft Office, Slack, Telegram, and Google Suite.

EMPLOYMENT HISTORY
Lead Copywriter at Macy's, New York
April 2016 - April 2018
Macy's is an American department store chain. As the Lead Copywriter, my core activities included:

- Developing the creative voice for Macy's across websites, newsletters, and interactive brochures
- Proofreading all projects including other copywriter's work to ensure consistency and accuracy before release
- Revising copy based on client and internal feedback
- Writing informative and engaging product descriptions in the brand voice. Conversations for website, emails, and social media
- Ensuring that all copy deadlines were met for assigned projects.

Copywriter at The RealReal, New York
October 2015 - February 2016
The RealReal is the market leader in online luxury consignment. As the Copywriter, my core activities included:

- Writing copy and messaging across organic social media platforms. User engagement increased by 40% in 60 days.
- Creating copywriting and naming frameworks for brand voice and content.
- Researching clients needs and target audiences to develop audience accurate personas.
- Auxiliary graphic designers and ecommerce team to ensure copy is correct in all materials.

Copywriter at FullBeauty, New York
August 2014 - September 2015
FullBeauty Brands is a leading provider of luxury skincare products for plus-size women and men seeking fashion-inspired skincare, makeup, and styling. As the Copywriter, my core activities included:

- Writing copy for all marketing and member communications, including app copy, advertising campaigns, social media posts and user communications (emails and push notifications).
- Developing sessions and creating supporting presentation materials.
- Assisting Senior Content Editor on writing direct response copy. Surpassed 2013 direct response marketing sales goals by 25%.
- Writing copy and creating assets for the development of content on pages, editorial calendar and content KPIs.

Accountant Assistant Resume

Katherine Turner
23 Cedar Bend Street, Waterloo, IA 66649
Cell (999) 555-9999; Email: kturner@waterloo.com
CAREER OBJECTIVE: To obtain an Accounting Assistant position with ManTech where knowledge and experience of managing accounting systems will be fully utilized.

SUMMARY OF QUALIFICATIONS
• Proficient in Microsoft Office suite in accounting field
• Competent at processing various types of accounts payable transactions using preset imaging software
• Hands on experience in ensuring accurate general ledger posting and responding to vendor queries
• Knowledgeable in the use and management of Microsoft Office applications

SPECIAL SKILLS
• Proficient in Excel spreadsheets and popular accounting software
• Familiar with Microsoft Office suite
• Ability to work effectively with month end closing deadlines
• Client oriented and detail oriented
• Exceptional organizational skills

KEY ACCOUNTING ACCOMPLISHMENTS
• Reorganized accounting procedures by transitioning a manual system into a computerized environment
• Developed and maintained a system for tracking accounts receivable
• Developed advanced bookkeeping and administrative duties
• Wrote a paper called Actual Accounting which was published in the Wall Street Magazine in April 2012

WORK EXPERIENCE
None

Software Support Analyst II

Robert Smith
Software Support Analyst II

PERSONAL STATEMENT
Experienced Software Support Analyst with 15 years of experience, demonstrated a history of working in the information technology industry. Proficient in Microsoft Windows applications, C++, Database, and Cloud application.

WORK EXPERIENCE

Software Support Analyst II

Netgen Dental - Waterloo, IA
May 2012 - June 2018

Duties and Responsibilities:

- Supports Netgen Dental clients - Cloud-based digital charting practice management and doctor management, clinical management, appointment scheduling and advanced insurance management.
- Supports Netgen Dental S. 0 integrated solutions for EHR and practice management.
- Exceeded Q3 customer support annual target of 25k revenue.
- Responsible for tracking and managing software upgrades and services to clients for two consecutive years.
- Monitored client reported problems, document all customer care details.
- Provide problem resolution and support to customers using our support system.
- Create and maintain Netgen knowledge articles and trouble-shoot articles to resolve common application issues and errors to keep dental support system up to date with technical skills in resolving clients EDR application system.
- Write up the known issue and identify defective code to report data fix.
- Work with QA team by testing passed/fail of a software defect in the test environment before rolling out updates in production.

Sales Specialist

October 2012 - May 2013

Duties and Responsibilities:

- Conducted sales and technical training to Staples, BestBuy, office depot, office max, and other employees to increase in-store sales in Amazon e-readers and tablets.
- Conducted sales and technical training for Walmart store associates on laptop computers and tablets using in-store atrabooks, laptops, desktops, tablets, and notebooks.
- Worked closely with the sales team to meet and exceed sales goal.
- Install netgen dental software releases and hotfixes to remote client systems.
- Worked with store managers and associates to ensure strategic display of products and maintain their operating condition at all times during the shift or at remote locations.

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Robert Smith

Legal File Clerk

PERSONAL STATEMENT
Seeking a Legal File Clerk outstanding career opportunity that will offer a challenging and fulfilling environment along with a winning team that will fully utilize management skills.

WORK EXPERIENCE

Legal File Clerk

McCormick & Schmick's - March 2014 - January 2016

Duties and Responsibilities:

- Entered material to be recorded or create new records as necessary.
- Performed general office duties such as typing, operating office equipment.
- Tracked materials removed from files to ensure that borrowed files are returned.
- Collected materials to be filed from departments or employees.
- Sorted or classified information according to guidelines, such as color coding, numerical sequence, or numerical order.
- Extracted required information from files in response to requests from authorized users.
- Selected or eliminated materials to determine how and where they should be classified or filed.

Legal File Clerk

DeGarmo Law - 2016 - 2018

Duties and Responsibilities:

- Handled cases pertaining to nursing home litigation and prepared documents for storage.
- Received constant praise on the organization and filing efficiency, with the ability to handle multiple cases simultaneously and distribute it.
- Designed and maintained file systems, creates, processes, and maintain file records; organize records, such as letters, legal documents, case files.
- Filed and retrieved documents for attorney and paralegals, and prepared exhibits for trial.
- Maintained file room logs that track the location of files throughout the firm and dispose of files in accordance with established document retention.
- Performed clerical duties as a legal file in a civil law firm.
- Organized and retained legal records.

Education

Diploma

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Education

Diploma

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Tender

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

To seek an opportunity in a career for long term with advancement. Tender is to keep the Masons installing materials by preparing the area, providing all material before they are needed in the most usable condition possible, aiding in the greasing process, maintaining equipment, utilizing the safest approach possible, and in doing whatever it takes to help the team succeed.

Skills

Management, Computer Software And Hardware, Medical Administration.

Work Experience

Tender

ABC Corporation - April 2012 - July 2012

- Built farm equipments for the farming industry.
- Manufactured hydraulic lines and installed them on the equipment.
- Maintained inventory for high valued components for proper storage that would not be accessible to damage.
- Inspected all farm equipments were proper built to specifications to meet custom demand.
- Contributed to the company with my problem solving skill.
- Recognized attributes to the company with pats on the back.
- Demonstrated communications but most of all it was problem solving.

Tender

Delta Corporation - 2009 - 2012

- Windows Employed through a temp agency, my task was to pull plastic sheets from the conveyor to prepare for shipping.
- Can Lift 50lbs+ Can operate a forklift Pittsfield ~.
- Clean tools at the end of the workday.
- Brick & Block tender Carry brick or block keep in stock, set up scaffolding, mix mortar.
- Do anything that the mason may ask for.
- Recognized attributes to the company with pats on the back.
- Demonstrated communications but most of all it was problem-solving.

Education

High school or equivalent - 1997(Quincy Senior High - Quincy, IL)

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