**Chronological Resume Sample**

# Ricky Stokes

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# Summary of Qualifications

* Three years experience in retail management, with specialty in purchasing and floor display design.
* Utilized strong communication skills in a variety of professional settings.
* Enthusiastic dedication to excellent customer service.

# Education

## 2000-2002 MA Speech Communications

Colorado State University, Fort Collins, CO GPA 3.6/4.0

**1995-1999 BA Anthropology**, December 1999 Arkansas State University, Jonesboro, AR GPA 3.5/4.0

Dean’s List

# Professional Experience

## 2001-2002 Assistant Office Manager

*Department of Speech Communications, Colorado State University, Fort Collins, CO*

Managed departmental supplies budget, oversaw office purchasing and inventory, overhauled department-wide filing system, supervised part-time staff.

## 1999 Intern

*Sharkey’s Community Grocery Corporate Headquarters, Washington, DC*

Assisted company publicist with writing press releases, designing weekly advertisements, and managing customer databases. Developed research methods for determining customer preference for shopping hours.

## 1997-1999 Assistant Night Manager

*Sharkey’s Community Grocery, Jonesboro, AR*

Purchased, stocked and maintained dairy and ice-cream sections, oversaw point of purchase display construction, scheduled twenty part-time employees.

# Skills

**Computer Skills:** Microsoft Word, Excel, Corel Draw, Paint shop Pro, QuickBooks, Oracle Small Business, basic HTML knowledge.

**Special Skills:** Thorough knowledge of MMORPG and single-player gaming systems, thorough knowledge of Internet applications.