

**ROSE ELLINGTON**

123 Middleton Square  
North Charleston, South Carolina 29001

(843) 555-1111

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**Objective:** Project management position in Marketing, Public Relations or Customer Service.

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**HIGHLIGHTS OF QUALIFICATIONS**

- ◆ Enthusiastic, committed, resourceful; can get the job done.
- ◆ Outstanding record in recruiting, training and motivating.
- ◆ Successful in negotiating and winning cooperation and support.
- ◆ Poised and professional with top management and staff.

**PROFESSIONAL EXPERIENCE**

Management and Supervision

- ◆ Managed implementation of sales office automation.
- ◆ Hired personnel to operate two computer stations.
- ◆ Selected and purchased work station furnishings.
- ◆ Hired clerical and temporary sales support staff for regional operations office.
- ◆ Supervised daily work flow and allocated clerical tasks.

Project Design and Coordination

- ◆ Coordinated relocation planning of western regional office.
- ◆ Researched and recommended locations.
- ◆ Worked with architect to plan physical layout of new offices.
- ◆ Acted as liaison between company and real estate representatives.

Presentation/Public Relations

- ◆ Successfully negotiated for hard-to-get facilities with sales and catering directors of major hotels.
- ◆ Identified/engaged HMO speakers to make presentations to employers on available health plan options.

**EMPLOYMENT HISTORY**

1999-Present	Regional Manager	Taylor Instruments	Charleston, SC
1994-1999	Office Manager	Taylor Instruments	Charleston, SC
1990-1994	Regional Secretary	Taylor Instruments	Charleston, SC
1985-1989	Executive Secretary	Olson Company	Columbia, SC

**EDUCATION**

*Associate in Business: Marketing* (1999)

**Trident Technical College**, Charleston, SC

Training in: Peak Performance; Assertiveness; Presentation for Professionals; Time Management

**REFERENCES UPON REQUEST**