

100 Morningside Drive  
City, State, Zip Code

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# Brianna P. Sullivan

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**Objective** A management position in retailing involving selection of merchandise.

**Skills**

**Management Skills**

Previewed and purchased merchandise. Gained product knowledge, developed customer service skills, and improved sales technique. Supervised inventory control, monetary transactions, and special projects

**Organizational Skills**

Organized procedure for purchasing, credit approvals, and invoicing. Worked with buyers in showroom, planning, and implementing fashion shows. Purchased and organized all trimmings for garment production.

**Leadership Abilities**

Conducted meetings with staff of six. Assigned and scheduled duties and responsibilities. Previewed and purchased merchandise.

**Activities & Affiliations**

2000 - Present      Rider Ridge Community Association      City, State  
President. Organize community events. Keep residents informed of zoning changes and other relevant county news.

1999 - 2000      Delta Sigma Pi Business Fraternity      City, State  
Was a member of the Delta Sigma Pi fraternity which is geared toward students who are pursuing careers in business. Took part in annual events such as float preparation and philanthropy events for cancer research and Odyssey of the Mind.

1998 - 2000      Girl Scouts of America, local troop      City, State  
Leader, Supervised 30 girls. Organized programs and supervised trips. Elicited almost 100 percent parent participation.

**Awards/Honors**

5/1/2000      Citizen Scholarship      Bar Association  
Scholarship in the amount of \$750.00 awarded for outstanding volunteer service.

4/26/1996      All State      State Basketball Association  
Was named to the All State basketball team after the state tournament.

**Experience**

1999 - Present      Morgan's Department Store      City, State  
1997 - 1999      R & M Enterprises      City, State  
1996 - 1997      Amy March, Inc.      City, State

**Education**

1998 - 2000      State University      City, State  
1996 - 1998      Johnson County Community College      City, State  
1992 - 1996      Central High School      City, State

**References**

Available upon request.