

100 Morningside Drive
City, State, Zip Code

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Brian P. Sullivan

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 R & M Enterprises City, State
1997 - 1999 R & M Enterprises City, State
1996 - 1997 Amy March, Inc. City, State

Experience
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.