

---

# MANAGER RESUME SAMPLE JOHN SMITH

---

## John Smith

12 Wilky Street, Odessa, TX 12345  
(056)6437-45-645

---

### Objective:

---

Obtain a position of the Manager or top administrative personnel.

---

### Work Experience:

---

2009 / present

Boggis Charity Fund

Supervisor

- Provided proper supervising to 4 programme directors
- Provided proper administration in multi-programs arrays with proper scheduling, staff evaluating and necessary enrollment.

---

### Education:

---

2003 / 2008

San Francisco University

Bachelor of Arts

Management

Obtained necessary training on various related subjects such as marketing and organizational communication etc.

---

### Skills:

---

Practiced Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

---

### Additional Information:

---

Achieved required professional affiliation from the MIS Personnel Association of Texas, 2008

---

### Interest:

---

Tennis, Courses of Computer Programming

[Build your Resume Now](#)