

Wendy Hess

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Objective – To obtain a position as a Buyer with Company ABC Inc.

Profile

Excellent organiser with solid planning and problem-solving skills

Self-starter who can work independently and handle multiple priorities and deadlines

Quick learner who can quickly master all aspects of a job with limited training

Education

BA in Business Studies, California University, California, USA, December 199X

Professional Skills

Computer & Technical Skills

- Demonstrated proficiency with Microsoft Word, Excel, Access, Powerpoint and Explorer in a variety of professional settings
- Conducted data-entry and spreadsheet preparation for University Debating Society
- Created and maintained a database of supplier for a small electronics company
- Familiar with some ERP systems in a manufacturing environment

Interpersonal Skills

- Interacted with more than 200 people while participating in the University Debating Society
- Have excellent persuasive and negotiation skills
- Chaired a number of University committees

Research & Organizational Skills

- Conducted major research project on “Early Integration of Purchasing into Product Design”
- Organized periodicals and documents for University library
- Prepared and shelved congressional records for library
- Researched the impact of the Internet on supply chain management

Work History

Office Administrator, Combustion Technology, Long Beach, USA, April 2000 to present

Library Assistant, California University, Long Beach, USA, 199X-2000

Shop Assistant, Esinoza Café, Long Beach, USA, Summer 199X