

Gregory Allenn

1234 Warren Street, San Francisco, CA 90111 (XXX) XXX-XXXX • email@address.com

Financial Services/Management/Sales

Summary

MBA (Finance) graduate with track record of success in sales/management roles. High level of emotional intelligence, sound judgment and excellent management skills. Innovative spirit, natural leadership capabilities. Well-rounded background with hands-on experience in all aspects of business. Results-driven, skilled negotiator; reputation for attentiveness to clients' and shareholders' best interests.

Education

San Francisco State University, San Francisco, CA
Master of Business Administration: Finance, May 2008

University of Colorado, Boulder, CO
Bachelor of Arts: Communications and Economics, May 2002

Work Experience

Classified Advertising Manager/ Department Head *The City Daily Newspaper*,
San Francisco, CA. November 2004 – November 2006

- Created 2006 sales department business model that outlined quarterly goals and prospective clients.
- Influenced all aspects of the master budget and copy distribution.
- Increased 2005 classified advertising sales revenue by 74% while decreasing the sales staff by 50%.
- Hired and trained new sales reps.
- Led weekly meetings involving all department heads.
- Managed the largest accounts impacting the classified section.
- Acted as a human resources liaison between the staff and publisher.
- Oversaw the design, layout and final proof of the classifieds section.
- Prospected, sold and serviced classified advertising accounts.
- Consistently met personal sales goals set forth by the publisher.
- Outstanding leadership led to multiple promotions.

Sales Representative *Wine Aficionados of the World*,
San Francisco, CA. May 2004 – November 2004

- Inside sales with an emphasis on California, Italian and South American wine markets.
- Oversaw all incoming and outgoing shipping orders.
- Assisted the California wine buyer.

Computer Skills

- Microsoft Windows and associated applications including: Word, Excel, Access Outlook, MS Project PowerPoint and PhotoShop. Extensive Internet research. Ad Manager Pro.

Additional Information

- Latin Immersion Spanish School of the Alcantoro, Rosario, Argentina.
- Functional in both written and spoken Spanish.
- Travels include Europe, South America, Middle East, Central/South America and Southeast Asia.