

# Step 7 of 7 References



## Templates

### Choose your template

**Chloe Anderson**

Email: chloe.anderson@email.com  
Address: 54 Corbett Road, San Francisco, CA 94100  
Phone: (555) 123-7676

**OBJECTIVE**

Proactive, customer-orientated retail professional with over 4 years of experience in reputable shops. Received 3 'Passion Awards' for delivering outstanding service and have consistently surpassed my target KPIs for mystery shoppers.

**EXPERIENCE**

San Francisco  
June 2015 - March 2017

**Sales Associate**  
Louis Vuitton

- Organize and host VIP events and am responsible for handling 'exclusive' clients
- Handled stock intakes and helped to redesign the shop's layout
- Give one-to-one mentoring to a team of 8 shop assistants

**EDUCATION**

San Francisco  
2010

**Fashion Merchandising**  
City College of San Francisco

- Presented 'CCSF Award' - Dean's List 2014 - Soccer Team Captain

**SKILLS**

- Customer assistance

**LANGUAGES**

French  
Advanced

**REFERENCES**

Julia Miller Store Manager Louis Vuitton San Francisco  
Tel: (555) 123-7676 Email: jmliller@email.com  
Relationship: Manager

**PROJECTS**

Write a fashion blog and about clothes and accessories called San Fran-ista. It includes photos and reviews and has a following of 6,000 people.

**ACHIEVEMENTS**

- Consistently surpassed sales targets for 6 consecutive months -helped boost overall sales by 15% as 'Team Leader'


**CERTIFICATIONS & COURSES**

- TCF French Certificate (B1), Alliance Francaise, San Francisco (2016)

**Jake Black**

**CONTACT INFORMATION**

Email: chloe.anderson@email.com  
Address: 54 Corbett Road, San Francisco, CA 94100  
Phone: (555) 123-7676



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**SKILLS**

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**CERTIFICATIONS & COURSES**

- TCF French Certificate (B1), Alliance Francaise, San Francisco (2016)



## John Patrick

### EXPERIENCE

**Events Coordinator**  
Events and Marketing Co. - Harrisburg, PA  
February 2010 - Present

Developed, implemented and managed over 300 events. Liaising with high priority clients on a daily basis. Managed monthly event budgets of \$50,000.

Email: [james.smith@email.com](mailto:james.smith@email.com)  
Location: 4814 Riverbrook Drive, Charlestown, MD, 20605, United States  
Contact Phone: 302 432-2344  
Website: <http://linkedin.com/in/jagaterre>

### OBJECTIVE

Professional high-profile event planner with 7 years of experience. Customer and goal oriented. Proven ability to meet deadlines and manage agendas.

### EDUCATION

New York University  
MA Event Management - New York, NY  
May 2007

Weddings and Social & Corporate Events, Venue Design, Risk Management, Technological Tools in Event Management, Sustainability in Events.

**Events Assistant**  
Hospitality Group Inc. - New York City, NY  
December 2007 - January 2009

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented floorplans for events of over 1,000 guests.

University of Rochester  
Bachelor of Business Administration, Major in Events Planning and Marketing - Rochester, NY  
June 2002 - July 2006  
Management and Communication Skills, Corporate Strategy in Events and Hospitality, Promotion in Brand Marketing, Creative Event Planning, Event Development

### SKILLS

- Microsoft Office;
- Event logistics;
- Event research and reporting;
- Budget management;
- Corporate hospitality;

### LANGUAGE



### REFERENCE

Joseph Miller, Owner  
"James has been an integral part of our team since the beginning. He has brought a creative, professional attitude to our company and helped us develop new techniques and methods that we would not have used, were it not for him. James' perseverance and dedication has proved time and time again to be a valuable asset."

## Jonathan Smith



### Objective

Professional high-profile event planner with 7 years of experience. Customer and goal oriented. Proven ability to meet deadlines and manage agendas.

## Jonathan Smith

### Team Lead Front-end Developer

Executive Administrative Assistant with over 10 years of experience providing thorough and skilful support to senior executives. Meet deadlines and manage agendas. Customer and goal oriented.

### Experience

#### Lead Front-end Developer

**Development Inc.** - Harrisburg, PA  
February 2010 - Present

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented floorplans for events of over 1,000 guests.

#### Front-end Developer

Design and development Inc. Harrisburg, PA  
April 2009 - January 2010

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented floorplans for events of over 1,000 guests. Developed, implemented and managed over 300 events. Liaising with high priority clients on a daily basis.

### Education

#### Bachelor of Business Administration, Major in Events Planning and Marketing

University of Rochester - Harrisburg, PA  
March 2005 - January 2009

Design, Risk Management, Technological Tools in Event Management, Sustainability in Events, Event Social Media

#### MA Event Management

New York University - New York, NY  
March 2010 - January 2009

Design, Risk Management, Technological Tools in Event Management, Sustainability in Events, Event Social Media

### References

Joseph Miller, Owner  
"James' perseverance and dedication has proved time and time again to be a valuable asset."



[james.smith@email.com](mailto:james.smith@email.com)  
4814 Riverbrook Drive, Charlestown, MD, 20605, United States



302 432-2344  
<http://linkedin.com/in/jagaterre>

## Joselyn Smith

Email: [joselyn.anderson@email.com](mailto:joselyn.anderson@email.com)  
Address: 54 Corbett Road, San Francisco, CA 94100  
Phone: (555) 123-7654



### OBJECTIVE

Proactive, customer-orientated retail professional with over 4 years of experience in reputable shops. Received 3 "Passion Awards" for delivering outstanding service and have consistently surpassed my target KPIs for mystery shoppers.

### EXPERIENCE

San Francisco  
June 2015 - March 2017

#### Sales Associate

Louis Vuitton

-Organize and host VIP events and am responsible for handling "exclusive" clients. Replaced stock intake and helped to redesign the shop's layout. Give one-to-one mentoring to a team of 8 shop assistants.

### EDUCATION

San Francisco  
2010

#### Fashion Merchandising

City College of San Francisco

-Presented "CCSF Award" - Dean's List 2014 - Soccer Team Captain

### SKILLS

- Customer assistance

### LANGUAGES

French  
Advanced

### REFERENCES

Julia Miller Store Manager Louis Vuitton San Francisco  
Tel: (555) 123-7678 Email: [jmiller@email.com](mailto:jmiller@email.com)  
Relationship Manager

### PROJECTS

Write a fashion blog and about clothes and accessories called San Fran-vista. It includes photos and reviews and has a following of 4,000 people.

### ACHIEVEMENTS

-Consistently surpassed sales targets for 4 consecutive months -helped boost overall sales by 10% as "Team Leader"

### CERTIFICATIONS & COURSES

-TCF French Certificate (B1), Alliance Francaise, San Francisco (2016)

## Abbie Wilson

### Team lead Front-end Developer

Executive Administrative Assistant with over 10 years of experience providing thorough and skilful support to senior executives. Meet deadlines and manage agendas. Customer and goal oriented.

Phone: +1 202-456-1111  
Nationality: Spain

Address: 1600 Pennsylvania Ave NW Washington, DC 20006, EE. UU.  
Email: [abbie@email.com](mailto:abbie@email.com)

### Experience

February 2010 - Present

#### Lead Front-end Developer

Development Inc. - Harrisburg, PA  
Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events of over 1000 guests.

April 2009 - January 2010

#### Front-end Developer

Design and development Inc. - Harrisburg, PA  
Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events of over 1000 guests. Developed, implemented and managed over 300 events. Working with high priority clients on a daily basis.

### Education

March 2008 - January 2009

#### Bachelor of Business Administration, Major in Events Planning and Marketing

University of Rochester - Harrisburg, PA.  
Design, Risk Management, Technological Tools in Event Management, Sustainability in Events, Event Social Media

### Languages

English: Advanced  
Italian: Advanced  
Spanish: Basic

### Skills

Scrum methodology - Team Player  
Collaborative - Problem solver  
Experience design  
Collaborative

### References

#### Joseph Miller, Owner

"Abbie is our longest standing, most reliable employee. Her attention to detail and proactive nature make her an invaluable asset to our team. She is a true professional and a pleasure to work with."



**Phone**  
+1 202 454-1111  
**Nationality**  
Spain  
**Email**  
chriswalker@gmail.com  
**Address**  
1600 Pennsylvania Ave NW  
Washington DC 20005, EE. UU.

**Skills**  
Scrum methodology  
Collaborative  
Customer design  
Scrum methodology  
Collaborative  
Team Player

**Language**  
English  
Advanced  
Spanish  
Native  
German  
Basic

## Christopher Walker

### Team Lead Front-end Developer

Executive Administrative Assistant with over 10 years of experience providing thorough and skillful support to senior executives. Meet deadlines and manage agendas. Customer and goal oriented.

#### Experience

##### Lead Front-end Developer

**Development Inc.** - Harrisburg, PA

February 2019 - Present

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented floorplans for events of over 1,000 guests.

##### Front-end Developer

**Design and development Inc.** - Harrisburg, PA

April 2009 - January 2010

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented floorplans for events of over 1,000 guests. Developed, implemented and managed over 500 events. Liaising with high priority clients on a daily basis.

#### Education

##### Bachelor of Business Administration, Major in Events Planning and Marketing

**University of Rochester** - Harrisburg, PA

March 2005 - January 2009

Design, Risk Management, Technological Tools in Event Management, Sustainability in Events, Event Social Media

##### MA Event Management

**New York University** - New York, NY

March 2005 - January 2009

Design, Risk Management, Technological Tools in Event Management, Sustainability in Events, Event Social Media

#### References

##### Joseph Miller, Owner

"Mauris non tempor quam, et lacina sapien. Mauris accumsan eros eget libero. Prosimus volutpat. Etiam est est. elephasiam sed variat at. adipiscing vitae sed. Sed nec felle pellentesque. lacina du sed. ultrices sapien. Aliquam eget odio sed ligula"



## Stacey Blake

Proactive, customer-oriented retail professional with over 4 years of experience in reputable shops. Received 3 "Passion Awards" for delivering outstanding service and have consistently surpassed my target KPIs for mystery shoppers.

**Phone:** (510) 123-7676

**Email:** chive.anderson@gmail.com **Address:** 54 Corbett Road, San Francisco, CA 94100

#### Experience

June 2015 - March 2017

##### Sales Associate

**Levi's Vuitton** - San Francisco

-Organize and host VIP events and am responsible for handling "exclusive" clients - Handled stock intake and helped to redesign the shop's layout - Give enter-to-entrue mentoring to a team of 8 shop assistants

#### Education

2010

##### Fashion Merchandising

**City College of San Francisco** - San Francisco

-Presented "CCSF Award" - Dean's List 2014 - Soccer Team Captain

#### Languages

French: Advanced

#### Skills

Customer assistance

#### Projects

Write a fashion blog and about clothes and accessories called San Fran-vista. It includes photos and reviews and has a following of 4,000 people.

#### Achievements

-Consistently surpassed sales targets for 6 consecutive months - Helped boost overall sales by 15% as "Team Leader"

#### Certifications & Courses

-TCF French Certificate (B1), Alliance Française, San Francisco (2015)

## Anna Lloyd

Proactive, customer-oriented retail professional with over 4 years of experience in reputable shops. Received 3 "Passion Awards" for delivering outstanding service and have consistently surpassed my target KPIs for mystery shoppers.



### Experience

#### Sales Associate

Louis Vuitton - San Francisco  
June 2018 - March 2019

- Organize and host VIP events and am responsible for handling "exclusive" clients
- Handled stock intake and helped to redesign the shop's layout -Gave one-to-one mentoring to a team of 8 shop assistants

### Education

#### Fashion Merchandising

City College of San Francisco - San Francisco  
2010

- Presented "CCSF Award" -Dean's List 2014 -Soccer Team Captain

### Projects

Wrote a fashion blog and about clothes and accessories called San Francisco. It includes photos and reviews and has a following of 4,000 people.

### Achievements

- Consistently surpassed sales targets for 4 consecutive months. -Helped boost overall sales by 15% as "Team Leader"

### Certifications & Courses

- TCF French Certificate (B1), Alliance Française, San Francisco (2015)

### References

Julia Miller Store Manager Louis Vuitton San Francisco Tel: (510) 433-7676 Email: jml@louisvuitton.com Relationship: Manager

### Contact Information

#### Email

ofoe.anderson@gmail.com

#### Address

54 Corbett Road, San Francisco, CA 94100

#### Phone

(510) 433-7676

### Languages

#### French

Advanced

### Skills

Customer assistance

## John Patrick

### Manager Director

Objective professional. Meet deadlines and manage agendas. Customer and goal oriented. Meet deadlines and manage agendas. Customer are my top priority and my everyday focus.

#### Date of Birth:

01-06-82

#### Nationality:

Spanish

#### Email:

jp.manager@gmail.com

#### Address:

1603 Pennsylvania Ave NW,

Washington, DC 20004, US

#### Phone:

(1) 202-456-1111

### Experience

April 2009 - September 2010  
Hamburg, DE

#### Manager Director

##### UENO & Stalling

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events of over 1,000 guests.

June 2007 - September 2008  
Hamburg, DE

#### Manager and coordinator

##### HIT Lab

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events of over 1,000 guests.

### Skills

Project Management  
Screen  
Soft skills  
Design Thinking  
Project Coordination  
Direction  
Technology  
Coding and engineering

### Languages

English  
Advanced  
Italian  
Advanced

### Education

April 2008 - September 2010  
Hamburg, DE

#### Name of the Title

##### Name of the university or institution

Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events of over 1,000 guests.

### References

#### Persona de referencia. Cargo

"Hauris non tempor quam, et lacinia sapien. Hauris accumsan eros eget libero posuere vulputate. Etiam elit elit, elementum sed varius at, adipiscing vitae est. Sed nec felis pellentesque, lacinia dui sed, ultricies sapien."

**Contact information**

**Area of work**  
IT & UI

**Nationality**  
Spanish

**Email**  
valentina@munoz.com

**Phone**  
712 432 3644

**Address**  
48234 Bakersfield Drive,  
Chattanooga, TN, 37414, United States

**Languages**

**English**  
A.Proficient

**Italian**  
A.Proficient

**Spanish**  
A.Proficient

**Skills**

Review methodology  
Collaborative  
User experience (UX) design  
Review methodology  
Collaborative  
User experience (UX) design  
Review methodology  
Collaborative  
User experience (UX) design

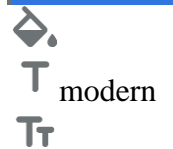
**Wesley Thomas**  
Product Director  
Professional high-profile event planner with 7 years of experience. Customer and goal oriented. Proves ability to meet deadlines and achieve great results. Specialized in business and management.

- Experience**
- Feb 2018 – Sept 2019  
Harrisburg, PA  
**Product Director**  
Design lead  
Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events.
  - Feb 2008 – Sept 2009  
Harrisburg, PA  
**Product Owner**  
Design responsible  
Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events.
  - Feb 2018 – Sept 2019  
Harrisburg, PA  
**Business and management**  
Event Institute  
Created links with external organizations as various providers. Generated statewide venue database. Assessed, improved and implemented, floorplans for events.

**References**

**Joseph Miller, Owner**  
"Mauris non tempus quam, et lacinia sapien. Mauris accumsan eros eget libero posuere vulputate. Etiam elit elit, elementum sed varius et, adipiscing vitae est. Sed nec felis pellentesque, lacinia dui sed, ultricies sapien. Pellentesque enim lectus, consectetur vel posuere posuere, rutrum eu ipsum."

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Page 1  
ValentinaMunoz

Dedicated, responsible, hard-working, fast-learning criminal justice major ready to immerse myself and learn till I can master any and all skills I need to thrive in this position.

Contact Information

Email

valentina.munoz.love@gmail.com

Address

923 Baldwin Road, Bakersfield, CA 93304

Phone

6614273272

Date of birth

Oct 10, 2004

Nationality

Argentinian

Experience

Bakersfield, CA

Jun 2021

Mar 2022

Waitstaff

Human Good

- Handled customer complaints with empathy and composure.
- Was named their little butterfly by the residents by the way I "Zoomed" across the dining hall with speed getting their needs met as quickly as possible.
- Performed setup duties such as preparing and cleaning tables and organizing the work area
- Helped those with vision impairments get their needs met with their preferred way of serving.
- Solved customer complaints in a prompt manner
- Ensured that all guests received the required attention
- Kept a calm and friendly attitude during days with high number of guests especially when short-staffed and working in more than one position.
- Delivered their meals to residents living areas when needed.

Bakersfield, CA

Feb 2019

Jan 2021

Assistant

Munoz Cabinet Family business

- Answered phone calls, emails, and other electronic messages. Sorted mail and prepared correspondence.
- Completed clerical tasks, including managing correspondence, greeting customers, answering phone calls, composing reports, completing paperwork, and maintaining company records.
- Operated office equipment including fax machines, desktop computers, printers, and scanners.

## Education

Bakersfield, CA

2019

2022

Highschool

Bakersfield High School

## Languages

Spanish

Native

## Skills

- Problem-Solving
- Leadership
- Public speaking
- Handling conflict
- positive attitude

## References

Candy, Manager at Humangood, Bakersfield. Tel: (661)900-6486

Page 1

ValentinaMunoz

Dedicated, responsible, hard-working, fast-learning criminal justice major ready to immerse myself and learn till I can master any and all skills I need to thrive in this position.

## Contact Information

Email

valentina.munoz.love@gmail.com



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Mar 2022

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Jan 2021

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2019

2022

Highschool

Bakersfield High School

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