



Explore



Engage



Experience



Embark



Elevate

## Chronological Resume

**JANE DOE**

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### SUMMARY OF QUALIFICATIONS

- Top-notch administrator with more than 5 years of experience in finance.
- M.B.A. with extensive training in seminars for working professionals.
- Outstanding productivity both as a loan officer and as a supervisor.
- Unique combination of expertise in mortgage banking, training, sales, and finance.
- Dynamic leader and team builder, consistently motivating others toward success.

### EDUCATION

**Master of Business Administration**

University of Texas at Arlington, Arlington, TX

May 20XX

**Bachelor of Business Administration in Marketing**

West Virginia University, Morgantown, WV

May 20XX

### PROFESSIONAL EXPERIENCE

Mortgage Madness, Pleasant Hill CA

20XX—Present

**Director of Sales and Training**

- Managed eight loan officers, with responsibility for \$288 million in production, plus full responsibility for all training.
- Designed and led seven monthly training sessions, including broker education and product knowledge seminars, sales strategy and training.
- Reported directly to the president of the company.

Dale Carnegie, Inc., San Rafael CA

20XX– Present

**Dale Carnegie Instructor**

- Trained top-level managers of Fortune 500 companies.
- Named "Bay Area Instructor of the Year" in 20XX.
- Consistently reached 93 percent figure for students graduating.

Maudlin Mortgage, Rustic City CA

20XX—20XX

**Loan Officer**

- Developed expertise in all areas of residential financing, including builder business, portfolio loans, Fannie Mae, and Freddie Mac investor loans.
- Top producing loan officer for Maudlin in 20XX.
- Built a large client base by successfully implementing relationship selling.