

TERRELL KIRBY

585-262-1111
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Present Address (May 20XX)

1300 Elmwood Avenue
Moore Complex #20B
Buffalo, New York 14222

Permanent Address

361 Roman Avenue
Rochester, New York 15643

OBJECTIVE

To acquire a management position in a non-for-profit organization

EDUCATION

State University of New York College at Buffalo State College
Bachelor of Science in Business, May 20XX
Concentration: Management
GPA 3.2/4.0

MANAGEMENT BACKGROUND

Richland Corporation, Buffalo, New York

Manager, March 20XX-present

- Oversee a convenience store, supervised 5 employees, handled orders and deliveries
- Develop training programs for new sales associates
- Planned and coordinated a management conferences

MILITARY EXPERIENCE

U.S. Army-San Francisco

Battalion Plans & Training Officer

- Supervised a unit of 22 security personnel
- Directed field operations: planed, budgeted, and arranged travel and housing accommodations
- Established an evaluation program, utilizing quarterly performance appraisals

Administrative Assistant, October 20XX

- Wrote and presented information briefings to peer officers to maximize use of resources
- Compiled and edited comprehensive activity reports from subordinate units for national publications
- Handled office inquires

COMMUNITY INVOLVEMENT

Berkshire Farms Youth Program, Buffalo, New York

Volunteer, January 20XX-May 20XX

- Tutored students in reading and math
- Organized leadership and team-building activities

COMPUTER SKILLS

Microsoft Work, Access, PowerPoint & SPSS