

Steve Tests  
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## **OBJECTIVE**

A position in **Sales/Marketing Management**.

## **EXPERIENCE**

DENNISON PRESS, El Paso, TX

### **Trade Division**

1993-Present

#### **Marketing Coordinator**

- Develop and supervise implementation of all Dennison marketing plans with the sales and marketing departments.
- Prepare and manage the annual marketing budget of \$2 million.
- Supervise marketing assistant.
- Manage scheduling and production of all sales and marketing materials.
- Provide marketing information at biannual sales conferences and coordinate book presentations.

### **Professional Division**

#### **Children's Books Department**

1991-1993

#### **Editorial Administrator**

- Managed revisions from manuscript preparation to bound book. Resolved author questions and problems. Ensured manuscript conformity to budgetary and scheduling constraints.
- Directed supplement program of over seventy books from budget management to project completion with specific emphasis in electronic manuscript preparation.
- Supervised and trained editorial assistant.
- Provided information to marketing department for [direct mail](#) promotions and reviewed copy for accuracy and content.

#### **Children's Books Department**

1988-1991

#### **Editorial Coordinator**

- Supervised the supplement program.
- Conducted editorial [market research](#) and assessed results with senior editors.

#### **Children's Books Department**

1987-1988

#### **Editorial Assistant**

- Provided general support for senior editors.
- Fulfilled various author requests.

## **EDUCATION**

Baylor College, Waco, TX

**B.A., English major, Economics minor, 1986**

## **SKILLS**

Proficient in Microsoft Word, WordPerfect, Lotus 1-2-3, and Quark.

Working knowledge of the French language.