

SUSAN DODGE  
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#### OBJECTIVE

To obtain a position with a large company, which will afford challenge and an opportunity for growth.

#### EDUCATION

B.S.B.A. - University of Washington, Seattle, Washington 2002

#### EXPERIENCE

Event Coordination Manager, Seattle Hotels  
Seattle, Washington March 2004 - Present

Planned several meetings and events for a large hotel. Supervised employees. Spoke with clients and made arrangements for their meetings.

Manager, Convention Center of America  
Dallas, Texas 2002 - 2004

Responsible for the management of conventions in the Dallas, Texas area. Managed 109 employees in all related duties.

Placement Counselor, University Placement Office  
Baltimore, Maryland 2000 - 2002

Helped veterans put together their admission paperwork to get benefits from the government.

#### SKILLS

Can operate computers and software programs including Microsoft Word, Excel, PowerPoint and Outlook

#### REFERENCES

Available Upon Request