International Business Management Sample Resume
Prepared by Centennial College, Career Services and Cooperative Education, 2012

PAT M. SMITH

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CAREER OBJECTIVE

Position as Manager, Business Development & Client Relations

HIGHLIGHTS OF QUALIFICATIONS

- Over 6 years of experience in the consulting industry, solid sales knowledge and an extensive background in account and business development and management
- More than 5 years experience facilitating group presentations
- Strong knowledge of marketing principles and theories
- Proficient with MS Office applications, Internet and Email
- Sound leadership skills and strong communication abilities
- High energy, dynamic and achievement oriented self-starter

RELEVANT CONSULTING EXPERIENCE

Project Consultant **2008 - 2009**
Himco, Mississauga, ON

- Efficiently prepared incoming and outgoing shipments to ensure continuous client satisfaction
- Increased number of processed orders by reviewing process and making appropriate recommendations
- Maintained and updated client account information for improved service

Consultant **1998 - 2004**
MCG, Dhaka, India

- Coordinated client meetings to assess training needs and design appropriate training services
- Led team members in research work to maximize company growth and success
- Documented findings and wrote research report
- Prepared all training manuals
- Worked closely with all team members to strengthen communication and teamwork

RELEVANT SALES EXPERIENCE

Customer Service Coordinator **2006 - 2007**
U-Haul, Newmarket, ON

- Assessed client's needs and recommended appropriate goods and services
- Increased sales through suggestive selling and service promotion
- Professionally and courteously served over 30 customers daily
- Continuously promoted after sales service
- Assisted in overseeing daily operations of enterprise

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RELEVANT SALES EXPERIENCE (cont'd)

Customer Service Team Member **2005**
Tim Horton's, Toronto, ON

- Promoted new products according to established deadlines
- Served customers efficiently
- Increased sales through effective display of merchandise
- Worked well individually and with team members

OTHER RELEVANT EXPERIENCE

Course Instructor **2006**
Maple Leaf College, Toronto, ON
- Designed Human Resources Course to meet needs of prospective and current students
- Taught course using different approached to ensure audience satisfaction and success

Course Instructor, Coordinator and Advisor **1999 - 2005**
Dhanmondi Tutorial, Dhaka, India
- Taught advanced courses which covered Business Structures and External Influences; Marketing and Production; Financial management; Business Planning and; Corporate strategy
- Prepared and guided students for final course end exam held at British Council
- Prepared and verified all academic materials

EDUCATION AND TRAINING

International Business Management Graduate Program **2010 - 2012**
Centennial College, Toronto, ON

Relevant courses included:

International Marketing	International banking and finance
Business Law	International Business Management

Major academic projects:
- Marketing strategies of Kodak in US market
- Project on Business negotiation, country and industry screening skills

Master of Commerce – Major in Management **1999**
Dhaka University**,** Dhaka, India

Bachelor of Commerce - Major in Management **1997**
Dhaka University**,** Dhaka, India

REFERENCES AVAILABLE UPON REQUEST