

# **Benjamin Russell**

25 Old Towne Road  
Charleston, IL 61920  
217-549-6644

## **SKILLS AND ACCOMPLISHMENTS**

### **Sales and Marketing**

- Worked as a sales clerk in a fine men's clothing store, earning commissions on sales
- Awarded "Sales Associate of the Month" three times for exceeding sales goals
- Assisted in promotions of sales activities through in-store merchandising, advertising and individual contact with repeat customers

### **Leadership**

- Elected president of Sigma Alpha Epsilon fraternity during the 20xx-20xx year
- Delegated responsibility to committee members and evaluated progress toward achieving goals
- Worked with Interfraternity Council, student groups and college administration in order to maintain a good working relationship with the college and the community

### **Management**

- Learned effective time management through working part-time while participating in campus activities and carrying a full course load
- Gained experience in goal setting, plan development and follow-up methods while serving as fraternity president
- Accustomed to accepting responsibility and to working effectively with people at all levels of an organization

## **EXPERIENCE**

**Ben Silver**, Charleston, IL  
Sales Associate, August 20xx - May 20xx

**Eckerd Drug Store**, Charleston, IL  
Stock Clerk, Summer 20xx

**Johnson's Home Construction**, Charleston, IL  
Construction Worker, Summers 20xx & 20xx

## **EDUCATION**

**Bachelor of Arts; Psychology**, May 20xx  
Eastern Illinois University, Charleston, IL