Take as many pages as you need.

Email to [dicfpastorcall@gmail.com](mailto:dicfpastorcall@gmail.com).

***Contact Information:*** Include full name, mailing address, phone numbers, and email address. Include a hyperlink to your LinkedIn profile if available. Please include a recent photo of you and your family.

***Specific Dates:*** This resume should cover all time frames since receiving the first college degree using both **starting month and year and ending month and year.** If not employed, please indicate these transition times.

***Work Experience:*** For each employer mention the organization, city, and position title

For each employer:

* What challenges did you face when you were hired?
* What were your key responsibilities?
* What were your major accomplishments?
* For ministries, provide the number in attendance when you started and when you finished
* What has been your most recent overall performance rating in this job? (**Scale**: 5 = “exceeds expectations,” 4 = “meets expectations,3= Neutral 2= Does not meet expectations)

For your most recent ministry:

* Please provide the online location of three of your recent sermons, assuming you have such available.

***Why you left:*** *In italics* after each position state why you left that position, how you got the next job, and why you were motivated to take the position.

***Education:*** Type of college degree (B.S., MBA, etc.), subject area, name of institution, city and state, date awarded.

***Additional Training:*** Add any continuing education courses or seminars taken.

***Additional Information:*** Complete attachment: “Authorization to Check References”

                                          Complete attachment: “Authorization to Check Degree”

**See sample on next page.**

## Fred R. Skber

123 Some Place

# Somewhere, NC 27511

(555) 454-0273 (Home)

[fskber@internet.com](mailto:fskber@internet.com)

<https://www.linkedin.com/pub/fred-skber>

**EDUCATIONAL BACKGROUND**

1990 Graduate Studies

University of Phoenix

24 credit hours towards an MBA

1988 BS, Hotel & Restaurant Management

Cal Poly-Pomona

Pomona, CA

**PROFESSIONAL EXPERIENCE:**

**11/2002 - Present** **GECKO ADVERTISING**

Somewhere, NC

[www.gecko-ad.org](http://www.gecko-ad.org)

**Vice President of Sales & Marketing**

Report to the company president and peers with the VPs of Finance, Operations and Human Resources. Direct reports include six regional sales managers, a marketing manager and a department secretary.

The company specializes in marketing communications in print, television, and radio advertising, with a major emphasis in network spot film and video production. Responsible for directing all day-to-day sales and related corporate account groups, with five direct reports and a total staff of 32. Grew sales from $20 million to $60 million and the profit margin went up 32%. In the last five years the company has expanded to the international arena in which sales in Fred’s area expanded from $1.3 million to $14.2 million.

1/1994 – 10/2002 **SAURIA HOTELS, INC.**

Suburban, IL

[www.sauria.com](http://www.sauria.com)

1/1998–10/2002 **Director of Marketing**

Director of Marketing at the corporate office of the Sauria Hotels, Inc. Corporate office overseas 15 hotels throughout the United States and England. Directed all sales, marketing, public relations and advertising activities. In addition, was responsible for corporate recruitment and development in the sales area. Initiated and set up a national sales and referral effort which was adopted chain-wide. Fred supervised 15 Sales and Marketing associates who assisted in the national sales and referral efforts. Reported to the Vice-President of Sales & Marketing. During his tenure sales grew from $70M to $962M.

*Through an industry friend, Fred discovered the opportunity at Gecko and saw it as an opportunity to expand his marketing and sales experience outside of the hospitality industry.*

1/1994–1/1998 **Director of Sales and Marketing**

Director of Sales and Marketing for the 465 room Renaissance Hotel in Naperville, IL. Reporting to the General Manager, Fred had three Sales Managers, a Convention Services Coordinator, Catering Manager and department secretary reporting to him. The Renaissance-Naperville was the largest hotel in the Company at the time. Also responsible for all public relations, promotional, and advertising activities. Hotel sales increased 32% in two years to $12M and average room rate rose 21% to $121. He initiated an e-commerce program for re-booking past guests that increased repeat business by corporate clients by 22%, and raised the ADR by 15%. Also, mentored two Sales Managers who were promoted to other hotels as Director of Sales. This hotel is one of 15 hotels associated with the Sauria Hotels, Inc.

*Corporate office offered Fred a larger position with a salary increase and a career growth opportunity.*

**5/1992 – 12/1993** **SHELDON HOTELS CORPORATION**

Riverside, CA

[www.sheldonhotel.com](http://www.sheldonhotel.com)

**Director of Sales**

Director of Sales for Riverside's second largest hotel property with 250 rooms. Reporting to the General Manager, Fred was responsible for the performance of two staff members, one Sales Director and one Catering Manager. He also achieved sales top producer status for this company of eight hotels from 1984-1986.

*Left because of the opportunity to return to his home state and to advance to a higher position for a larger organization.*

**1/1992 – 5/1992** **PENNYSAVER HOTEL CORPORATION**

Sun Valley, CA

**Sales Associate (Intern)**

For this 120-room, limited service hotel, the top performing hotel in the Pennysaver Hotels company (16 hotels), Fred served as a sales intern reporting to the Director of Sales and Marketing. Responsibilities included researching the success and failures of previous sales programs.

*After receiving in-the-field training, pursued opening at Sheldon Hotels Corp. Job expanded his qualifications and provided opportunity for future advancement.*

**COMMUNITY/PROFESSIONAL**

1994-1998 Naperville Rotary Club

1994-2002 Urban League-Chicago Chapter

Certified Hotel Sales Executive (CHSE), American Hotel Lodging Educational Institute