**Circulation Manager/Director Resume Template**

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**Objective**

To work as a Circulation Manager or Director in a large publishing house.

**Summary of Qualification**

* Almost 8 years in publishing work, rising through the ranks as a circulation agent to becoming a manager at one of the largest publishing/bookstore chain the land.
* Excellent management and interpersonal skills.
* Excellent communication skills in English and Spanish.

**Career Experience/Job History**

**2006 – Present:  Circulation Director, Barnes & Noble**

* Assist the chief editor in the planning of sales and distribution strategies for various printed products.
* Set revenue goals and develop distribution strategies for growth and profitability.
* Monitor circulation costs and movement trends for each titles
* Provide bulk pricing for wholesales in coordination with marketing.

**2002 – 2006:  Circulation Agent, University Press Publication**

* Coordinate with retail outlets in ensuring adequate rack space and inventory of publication materials
* Provide circulation updates to management.

**Education**

2002 – 2006:  various in house training in distribution management

1999 – 2002:  Bachelor of Arts in Journalism, University of Phoenix, Brookfield campus.

**Professional reference will be furnished upon request.**