

Objective

I am a motivated and intelligent individual seeking employment in a dynamic marketing firm that offers advancement opportunities.

Education

Bachelor of Science, Corporate Communication
The University of Texas at Austin, GPA: 3.25
Graduation: May 2008

Courses

Advertising; Professional Communication Skills; Marketing; Popular Culture Studies

Academic Distinctions

University Academic Honors List

Internship

Austin Community Action Network; Victim Services Task Force (Austin, Texas)
August 2007 - December 2007

Updated and organized PowerPoints for recruitment and orientation presentations
Designed and produced photograph for PowerPoints
Organized and participated in presentations to leaders of VSTF and to class

Work History

Hidden (Austin, Texas)
Sales Support Associate
August 2006 - Sep 2007

Assisted with merchandise marketing and visual presentation
Offered a higher level position after two months of employment
Worked effectively and collaboratively with a team of others
Drove to meet daily, weekly and monthly business initiatives and goals

Hidden (Austin, Texas)
Sales Associate
Sep 2005 - July 2006

Aided in merchandising and visual presentation
Offered a higher level position after three months of employment
Trained new associates
Organized and led associates during floor-sets
Drove to meet daily, weekly and monthly business initiatives and goals
Delegated tasks throughout the work day
Assisted in formal communication dissemination
Allowed insight into the inner-workings of the business

Skills and Qualifications

Exceptional interpersonal and organizational verbal communication skills
Two years sales and customer service experience
Communication Courses include: Organizational, Group/Team, Interpersonal, Intercultural, and Nonverbal
Computer competent; Microsoft Office (Word, PowerPoint, Excel), Internet, and Apple iWork
Refined written skills
Ability to multi-task
Effective leadership abilities
Strong problem solving skills
Detail-oriented
Excellent time management skills