

# Anita Job

---

123 Gray Street ▪ Johnson City, Tennessee 37601 ▪ (423) 555-1212 ▪ [anitajob@hotmail.com](mailto:anitajob@hotmail.com)

**OBJECTIVE:** Seek a summer internship in marketing beginning May 2006

## EDUCATION

**Bachelor of Business Administration: Marketing**, December 2007      **GPA: 3.752**

East Tennessee State University, Johnson City, Tennessee

Accreditation: Association to Advance Collegiate Schools of Business

## HONORS

Dean's List, Fall 2004-present

Honors College, 2004-present

Hope V. Wells Scholarship, 2006

Beta Gamma Sigma, 2005-present

- *Honors Project*: Researched consumer buying preferences for the fast food market in the Tri-cities; analyzed data and presented findings to Pal Barger of Pals, Inc.

## EXPERIENCE

### Server/Bartender

March 2003-Present

Cheddar's Casual Café, Johnson City, Tennessee

- Handle face to face sales and customer service needs
- Train new associates resulting in a 15% increase in customer relations
- Produce sales reports for upper management at the conclusion of each shift

### Supervisor

January 2001-December 2002

### Sales Representative

Dial America Marketing, Johnson City, Tennessee

- Worked with and coached sales associates to improve sales/ customer service survey results
- Developed sales and marketing scripts to improve sales performance by 35%
- Functioned as mentor for 22 current and new associates
- Sold promotional products to over 400 current credit card holders
- Chosen Representative of the Month in March of 2001

### Sales Representative

January 1998-August 2000

(TSR), The Faneuil Group, Johnson City, Tennessee

- Contacted over 1000 customers to market services and upgrade systems
- Worked with co-workers to develop measures to perform at a higher quality
- Chosen as the Most Productive Representative in May of 2000

## PROFESSIONAL SKILLS:

Software: Windows XP, Microsoft Access, Excel, Word, PowerPoint

Training: American Marketing Association Professional Certification, Managing Global Workforce Change

Languages: Fluent in Spanish

## AFFILIATIONS

Member, American Marketing Association, 2005-present

Volunteer, Northside Hospital and Haven of Mercy Soup Kitchen, 2006-present