

PERSONAL STATEMENT

Experienced in administrative duties; scheduled meetings, handled travel arrangements and purchasing. Computer skills include Microsoft Excel, Access, Word, and PowerPoint. Excellent problem solving and communication skills. Accustomed to long work hours. Winner: Employee of the Month 1999 for October and December.

CAREER OBJECTIVE

To obtain an executive sales /marketing management position within a growth oriented, progressive company. I want to apply my business development/sales skills to an environment where they will make a significant impact on the bottom line. The ideal atmosphere would be entrepreneurial and one in which new ideas are welcome and decision making is required.

KEY SKILLS

This is the main summary of my skills.

Negotiating (Intermediate)	●	Sales Auditing (Expert)	●	Access (Beginner)
Invoicing (Intermediate)	●	Accounting (Beginner)		

EDUCATION

- **2002 - 2006** **Bachelor's Degree – Marketing**
The University of Mississippi University, MS
Bachelor of Business Administration May 2001 Major: Marketing, Minor: International Business
Overall GPA: 3.0, Major GPA: 3.3

WORK EXPERIENCE

- **Oct 2001 to Present** **University Hallmark Oxford, MS**
Sales Clerk (Invoicing, Administration)
Full time role overseeing the operation of the sales and marketing department.
- Successfully perform managerial duties during manager's absence
 - Train new employees and conduct company and product orientations
 - Calculate and transmit weekly sales reports to headquarters
 - Conduct monthly inventory/audit of product
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- **Jul 2004 to Aug 2006** **Most States Insurance Jackson, MS**
Sales Intern (Customer Service, Bar work, Administration)
Performed bar and night manager duties for one of the country's leading low-budget hotel chains.
- Proposed travel expense budget for summer assignments
 - Maintained accurate record of travel expenses within budget allowance
 - Compiled, edited, and recorded customer profiles



RACHEL GARNER

MARKETING MANAGER

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