MyExcelOnline

Street Address | City, ST ZIP Code | Phone Number | Email

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| Objective |  |
| An entry-level marketing or management position with a medium-sized business. |  |
| Education |  |
| Type of Degree  Name of College/University | Expected Date |
| * Major: Management * Minor: Marketing * Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales. |  |
| Skills & Abilities |  |
| Management |  |
| * Developed and implemented new fundraising program for social fraternity, which brought in more than $1,500 for local charity. * Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule. * Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs. * Managed chapter house finances for two years, including collecting dues and paying bills. |  |
| Sales |  |
| * Led campus newspaper advertising staff three consecutive years for most advertising dollars generated. * Organized and implemented advertising promotion which increased number of advertisers by 45%. |  |
| Communication |  |
| * Presented monthly financial reports to chapter members and quarterly reports to national headquarters. |  |
| Leadership |  |
| * Served as fraternity president, business manager, and social chairman. * Named to Organization name. |  |
| Experience |  |
| Advertising Manager  State College Student News | Start Date to End Date |
| * Responsible for page and classified advertising sales and promotions. * Created successful advertising promotions which increased ad revenue by 65%. |  |
| Server  Oakhill Pub | Start Date to End Date |
| * Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar. |  |