**Joel B. Jeffries**

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**Objective:** To obtain a challenging position where I can advance in the company creating a career for myself while using my education and work ethic.

**Qualifications**

* Experience in increasing ROI and marketing reach for a company
* Two years in customer service and cash register skills
* Have held leadership positions
* Bring enthusiasm, positive energy, and drive to the workplace
* Great communicator, written and verbal
* Experience with Microsoft Office and Access software
* Sales experience
* Organized charity events: Relay for Life and Wounded Warrior Project

**Education** *2007-2012*: Eastern WA University, Cheney, WA, **Bachelor of Arts in Business Administration** with a concentration in Marketing *2003-2007*: Skyview High School, Vancouver, WA, **Diploma**

**Experience**

Sales Clerk, Children’s Palace, Centralia, WA, November 2012-January 2013

* Worked in boys department: helped with sales, customer service, inventory and cash register

Internet Marketing Specialist, Logical Position, Beaverton, OR, July 2012-September 2012

* Inside sales job selling Google Ad words to various businesses across the US and Canada
* Learned sales pitches, negotiation skills, and rebuttals

Cook/Counter Person, Burgerville, 99th Street, Vancouver, WA, April 2006-September 2011

* Gained valuable customer service skills waiting on customers
* Learned how to work in a fast paced, team environment
* Worked inventory and cashiered, prepped areas and cooked

Marketing Researcher, Spokane Sustainable Food Project, Spokane, WA, September-December 2011

* Researched the prospect of a sustainable food incubator in the Spokane, WA metropolitan area. Created a business plan that mapped out details of how to market such a business and if it would be successful in the future and then presented the research to the Spokane Chamber of Commerce

Marketing Assistant, Donut Parade, Spokane, WA, September-December 2010

* Donut Parade is an established family-owned business in Spokane who had never done any marketing research for their company. Created a marketing plan for the business which included affordable and useful marketing resources that the small business could use to reach their target market
* Worked intimately with possible clients, fulfilling their specific wants and needs when it comes to marketing their business

Standards Board, Sigma Phi Epsilon WA Gamma, Eastern Washington University, January-October 2010

* Elected position: part of a board that made executive decisions and handed out punishments to help out and better the members in our fraternity
* Gained leadership and decision making skills for use in the future as some of our decisions really affected members’ lives in a positive way

**References Upon Request**