

# Blaire James

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Beaver Falls, PA 15010

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## Summary

- Motivated individual with experience in training, leading, and working in diverse environments
- Strong development skills demonstrated through consistent academic and job performance
- Proven leadership and team-building skills demonstrated through relevant experience, internship and extra-curricular activities

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## Education

### **Bachelor of Science in Business Administration**

*May 2015*

#### **Concentration: Marketing**

Geneva College, Beaver Falls, PA

- GPA 3.96
- Dean's List 7 consecutive semesters

### **Semester Abroad**

*Jan.- May 2013*

James Cook University, Townsville, Australia

- Courses in International Business and Marketing Management

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## Experience

### **Marketing Services and Public Relations, Special Events Intern**

*2013 – Present*

Geneva College, Beaver Falls, PA

- Plan, organize, and execute small and large scale events
- Delegate responsibilities to part time interns
- Organize and manage staging inventory
- Contract with vendors, negotiate payment and coordinate activities

### **Enrollment Services, Receptionist and Campus Tour Host**

*2014 – Present*

Geneva College, Beaver Falls, PA

- Process and distribute large and small scale mailings
- Provide quality customer service via phone, email, and face-to-face interactions
- Host families visiting the campus by relaying factual information and answering questions about the college

### **Food Services, Banquet Server**

*2011 – 2013*

Geneva College, Beaver Falls, PA

- Wait on numerous guests simultaneously while serving at banquet events

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## Skills

- Microsoft Office including Word, PowerPoint, and Excel
- Mac OS X system experience
- Adobe Illustrator
- Spreadsheets
- Event registration organization and filing
- Detail oriented
- Proficient at public speaking
- Multi-tasking and coordinating abilities

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## Associations and Activities

- Alpha Chi National Honor Society
  - Geneva College Honors Program
  - Business Professional Women's Club, Geneva Chapter
  - Founding member and Secretary of Geneva College Marketing Club
  - Big Brothers Big Sister volunteer
  - Freshman Orientation leader
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