

Sally Marketing

Address

Phone

E-mail@email.com

PROFESSIONAL SUMMARY

Current Receiving Clerk with a sharp eye for detail, accuracy and research with strong desire to exhibit these skills in a business or marketing environment. Currently attending Cuyahoga Community College in pursuit of a Business Management Degree with a concentration in Marketing. Highly developed spoken and written communication skills and known for the ability to interact as a proficient, effective motivator.

EDUCATION

CUYAHOGA COMMUNITY COLLEGE, Highland Hills, OH

Pursuing Associates of Applied Business Degree, Marketing Concentration.

Expected graduation, Summer 2014

Coursework includes: Market Research, Identifying Target Markets, Advertising, Social Media Marketing

EMPLOYMENT HISTORY

Company XXX, Johnstown, OH

Spring Semester 2012

Market Research Intern

Perform research as to the types of social media profitable and successful companies utilize, focusing specifically on customers, competitors, and suppliers. Analyze data and provide supporting recommendations.

- Compiled a comprehensive picture of how successful global organizations are utilizing social media to enhance their company profile and increase their customer base.
- Performed market research and provided relevant and critical data at a fraction of the cost and time of a professional consultant
- Received the 2012 Dayton Area Chamber of Commerce Student Internship Recognition Award

Company XXX, North Royalton, OH

2009 – 2010

Delivery Driver

Transported food orders from restaurant to private residences and business. Assisted customers with orderly and timely convenience of their order processing for prepared customer service.

- Delivered efficient and effective customer service by quickly resolving time sensitive delays in a professional manner often working 10 to 12 hour shifts
- Won the time efficient award for driver time in. Time-in was double the time-in standard

Company XXX, Brookpark, OH

2007 – 2009

Package Handler

Prepare packages so that the items inside are received safely and intact.

- Attention to detail limited errors by 90%
- Effectively used inventory tracking system to ensure 100% accuracy in stock items

TECHNICAL SKILLS

Solid knowledge of all Microsoft Office Suite Software: Word – Excel – PowerPoint – Outlook