

# Anita Job

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## Current

500 College Ave.  
Greensboro, NC 27402  
336-555-5555

## Permanent

101 City Ave.  
Los Angeles, CA  
502-555-5555

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## Objective:

Innovative and creative MBA candidate seeking a marketing internship with a successful company, where proven research and promotional skills can be utilized to add value to the organization.

## Education:

The University of North Carolina at Greensboro May 2005  
**Master of Business Administration, GPA 3.7**

University of California, Los Angeles June 2003  
**Bachelor of Science in Business Administration**  
Major: Marketing, **GPA 3.5**

- **Honors:** Dean's List (6 semesters), Chancellor's Honor List (3 semesters)

## Experience:

The University of North Carolina at Greensboro August 2003 – August 2004  
**Graduate Assistant, Bryan School Office of Graduate Career Services**

- Researched and collected data on local businesses; information was used to determine which employers to target for recruiting Bryan graduate students
- Maintained student, alumni, and employer database, and created marketing materials to promote the office to graduate students
- Wrote text and assisted with the layout and development of the Career Services website

XYZ Business, Los Angeles, CA June 2001 – July 2003  
**Marketing Associate**

- Created and designed advertisements for regular and seasonal sales
- Developed new pricing strategy which improved sales 30 percent
- Personally delivered advertisements to public sector and developed and maintained a client database

**Assistant Manager** Summers 2002 - 2005

- Served as main point of contact for customers and employees in absence of owner
- Cultivated relationships with high-end commercial customers, and provided direct service to customers
- Ensured complete customer service and satisfaction

Greatness Restaurant, Los Angeles, CA December 2002 - 2005  
**Assistant Manager/Customer Service**

- Managed 8-10 employees in a fast paced environment while maintaining morale and harmony of staff.
- Provided customer service and ensured the preparation of orders at a boutique style café
- Trained new employees and served as leading figure in production
- Entrusted to make deposits and withdrawals for the preparation of daily business activities

**Floor Manager (weekend nights)/Waiter** February 2003 - 2005

- Principal server during dinner hours; developed a regular and loyal clientele base
- Assisted with creating more efficient processes for dinner services
- Designed pertinent advertisements to increase clientele

## Computer Skills:

- Proficient in Microsoft computer programs (Word, Excel, PowerPoint, Publisher, Adobe Photoshop)
- Passed Excel proficiency test and workshop