

Your Name

4202 East Fowler Avenue
Tampa, FL 33620
(813) 974 - 9999
yname@usf.edu

Objective

Seeking an event planner position using highly developed organizational, project management, and public relations skills.

Education

- 5/06 **Bachelor of Science in Marketing**, University of South Florida, Tampa, FL
- 5/04 **Associate of Arts**, Hillsborough Community College, Tampa, FL

Experience

- 5/03 – Present Salesperson, J.C. Penney, Tampa, FL
- Assist in preparation of sales displays and in-store operations
 - Promote customer relations and provide informal staff training
 - Perform daily cash reconciliations with 99% accuracy
 - Use excellent customer relations and communication skills
- 1/03-4/03 Marketing/Advertising Intern, ABC Marketing Company, Tampa, FL
- Assisted in production of direct-mail pieces and catalogs
 - Designed, wrote and edited copy for promotional literature
- 1/02-1/03 Grocery Clerk, Publix Supermarkets, Brandon, FL
- Operated cash register and coordinated inventory
 - Assisted with overall store operations
 - Supervised eight part-time employees

Memberships and Honors

- 2003-Present **Association of Marketing Students**, USF
- President, 2004-05
 - Membership Chair, 2003-04
- 2004 -2006 **Dean's List**, USF

Special Skills

Languages: Read, write and speak Spanish fluently
Computer: Word, Photoshop, Access, Excel, Windows XP and Internet

Virtual Video Interview

URL Place VVI URL here.