

# Mary Jane Doe

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## OBJECTIVE

To obtain a challenging position that will utilize my skills and experiences and which will also provide me with the opportunity for growth and advancement.

## EDUCATION

St. Johns River State College, Palatka, Florida | Associate of Arts | 2013

## SUMMARY OF QUALIFICATIONS

- A well-organized, goal-oriented self-starter with experience planning and executing strategies
- Strong analytical and problem-solving abilities, with a keen sense of quality customer service and the ability to achieve a working rapport with all types of persons
- A flexible team player with excellent interpersonal and verbal/written communication skills
- Proficiency in Banner, Access, Microsoft Word, Excel, Outlook Express, Works, Microsoft Windows, Macintosh OSX system, Blackboard operating systems

## PROFFESIONAL EXPEREINCE

Morris Communications, INC. | Sales Representative | May 2012-Present

- Direct promotional campaign from initial concept through completion
- Design and execute entertaining and technical show features
- Manage relationships and negotiate sales contracts
- Solicit radio stations to advertise company trade shows

Enterprise | Intern | January 2011-April 2012

- Develop relationships with customers, vender, and co-workers
- Resolved problems and negotiated positive outcomes
- Managed inventory and deployment of fleet of vehicles
- Marketed services to local businesses

## MEMBERSHIPS

American Marketing Association | Member | January 2011 - Present

References Available Upon Request