

Name Here

Campus
12800 N Lake Shore Dr.
Mequon, WI 53097
(262) 243-5700

name.name@cuw.edu

Permanent
12800 North Lake Shore Drive
Mequon, WI 53097
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OBJECTIVE	A business internship where excellent interpersonal skills and experience in customer service, promotions and employee training is required.	
EDUCATION	B.A. in Business, Concordia University Wisconsin Major: General Business	May 2004
AWARDS	<ul style="list-style-type: none">▪ Most Outstanding Female Athlete of the Year Award, high school▪ High School Academic Honor Roll▪ M.V.P., High School softball team▪ Participant, All State All-Star team, high school softball▪ All-Area softball selection during high school▪ 1st team All-Conference for softball▪ Selected for All-Conference All-Rookie Concordia Softball Team	
EXPERIENCE	ABC Insurance Company, Wauwatosa, Wisconsin Agency Recruiter (Temporary) <ul style="list-style-type: none">▪ Served as part of a 2-person team which successfully set up the most career profiles of any State Farm region in the United States▪ Searched Internet database for prospective State Farm agents▪ Contacted identified candidates▪ Arranged meetings between prospects and local State Farm representatives	Dec 2001 - Feb. 2002
	Company Name Inc. Milwaukee, Wisconsin Office Assistant <ul style="list-style-type: none">▪ Produced customer care packages▪ Processed promotional items▪ Prepared mailings▪ Organized and maintained papers and electronic files	Aug 1996-2000
	ABC Movie Theater, Wauwatosa, Wisconsin Concessions Expert <ul style="list-style-type: none">▪ Handled returns and exchanges▪ Prepared and sold snacks▪ Trained new employees	June 99' - August 00'
	Shore Athletics, Milwaukee, Wisconsin Volleyball Official <ul style="list-style-type: none">▪ Refereed girls volleyball matches grades 5th through 8th	Sep. 00' - Present
	Concordia University Admissions Office, Mequon, Wisconsin Football Secretary <ul style="list-style-type: none">▪ Input recruiting information into a data base▪ Handled recruitment mailings	
ADDITIONAL SKILLS	<ul style="list-style-type: none">▪ Proficient in Desktop Publishing, Microsoft Office, Linux▪ Good persuasion skills and self-confidence▪ Excellent teamwork skills from a life time of participating in athletics	
VOLUNTEER WORK	<ul style="list-style-type: none">▪ Church Lectern▪ Sunday School teacher▪ Demonstrated basketball techniques at children's sports clinics▪ Coach, volleyball camp, ABC School▪ Coach, volleyball camp, ABCDEFG School	
ACTIVITIES	Concordia University Wisconsin <ul style="list-style-type: none">▪ Participant, Concordia Volleyball team▪ Participant, Concordia Softball team▪ Participant, Intramural Basketball▪ Participant, Concordia Business Club	
REFERENCES	Available Upon Request	

