

## Name Here

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<b>OBJECTIVE</b>	A challenging position within the marketing industry where experience with computer technology, interpersonal communication, and customer service is required.	
<b>EDUCATION</b>	B.A., Concordia University Wisconsin Major: General Business	May 2001
<b>EXPERIENCE</b>	Department of Career Services, Concordia University Wisconsin <b>Career Services Assistant</b> <ul style="list-style-type: none"><li>▪ Daily processed information on Microsoft Word, Excel, and Access</li><li>▪ Provided employment information about openings to students and employees</li><li>▪ Assisted students in their job search</li><li>▪ Utilized effective interpersonal communication skills while communicating with students and individuals in the public sector</li><li>▪ Maintained an organized work environment to maximize efficiency</li></ul> ABC Country Club <b>Cart Attendant &amp; Outdoor Services</b> <ul style="list-style-type: none"><li>▪ Provided carts to golf clientele</li><li>▪ Prepared carts daily for use by patrons</li><li>▪ Coordinated equipment for group outings</li><li>▪ Ensured customer satisfaction</li></ul> ABC Corporation <b>Maintenance Worker</b> <ul style="list-style-type: none"><li>▪ Repaired plant equipment</li><li>▪ Prioritized and outlined job duties in order to accomplish daily goals</li><li>▪ Analyzed problems and developed solutions to improve equipment safety</li><li>▪ Assisted in equipment installation</li><li>▪ Maintained a clean and safe work environment</li></ul>	April 7, 2000- Present  April- September 1999  June-August 1995, 96, & 97
<b>VOLUNTEER WORK</b>	Rehabilitation (SIR) Clinic <ul style="list-style-type: none"><li>▪ Assisted patients with post-surgical and post-injury conditions</li><li>▪ Determined appropriate rehabilitation schedule based on collected medical information</li><li>▪ Expanded my ability to facilitate communication through interaction with a diverse population</li></ul>	June- August 1998
<b>ACTIVITIES</b>	Concordia University Wisconsin <b>Intercollegiate Athletics (Varsity basketball)</b> <ul style="list-style-type: none"><li>▪ Focused on "team concept"</li><li>▪ Maintained a physically fit and strong body both during the on and off-season</li><li>▪ Integrated my work ethic and enthusiasm to improving skills in order to be an important contribution to the team</li><li>▪ Successfully prioritized academic, recreational, and athletic activities</li></ul>	August 1997- Present
<b>REFERENCES</b>	Available Upon Request	