

PETER PAN

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EDUCATION

University of Dubuque
Bachelor of Business Administration, Marketing
Minor: Communication
GPA: 3.29 Dean's List: Three Semesters

Dubuque, IA
Anticipated December 20XX

WORK EXPERIENCE

Career Services Intern
University of Dubuque

Dubuque, IA
August 2008-Present

- Design marketing materials such as flyers, posters, emails and newsletters using MS Publisher
- Produce electronic multimedia displays utilizing MS PowerPoint to market events
- Assist in event coordination including working with printing vendors

Marketing Assistant
Samsonite

Dubuque, IA
September 2007-May 2008

- Assisted with development of Customer Relations Management Program initiative
- Received and responded to donation requests via telephone and emails to donors
- Conducted research for possible cross promotions and partner marketing; presented results to board of directors resulting in items being reviewed for company application
- Researched competitor best-practices prior to the introduction of new product lines
- Designed a store level Product Knowledge Guide and several product description sheets
- Acted as liaison between store managers and corporate office for individual marketing requests
- Created and administered surveys to over 180 stores to solve store related issues

Promoter
Stacy's Pita Chip Company

Dubuque, IA
August 2006-September 2007

- Managed 50+ gourmet retail accounts including: corporate, restaurant, and specialty store
- Represented and promote the company and its product lines at the Fancy Food Trade Show
- Assisted customer service department with fulfilling donation requests
- Aided the sales department by constructing sample boxes and press packets
- Utilized Excel and QuickBooks to create reports to track budget and performance goals for the VP of Sales
- Documented and resolved buyer and consumer issues and concerns
- Entered sales orders, created invoices, and received payments in QuickBooks

CAMPUS & COMMUNITY INVOLVEMENT

Future Young Professionals

Spring 2010-Present

- Gained greater understanding into the importance of networking

College Republicans

Fall 2009- Spring 2010

- Campaigned for student voter registration
- Developed new forum for discussions of political issues, open to students and faculty

Teachers Apprentice Program

Fall 2007

- Taught 25 6th grade students American Sign Language over a 4 week course

SKILLS

- Fluent in American Sign Language
- Microsoft Office Suite