

Name

Current Address
Phone Number
E-mail

Permanent Address
Phone Number

EDUCATION:

University of Missouri – Columbia, College of Business
Bachelor of Science, Business Administration
Emphasis in Marketing
Expected Graduation date: May 2008, GPA 3.0/4.0

EXPERIENCE:

Research Assistant, Office of Social and Economic Data Analysis, Columbia, MO September 2004 to Present

- Provide comprehensive overview of data describing demographic trends
- Analyze historical and present data to determine future demographic trends
- Maintain an interactive web-site and train 20 committee members how to use the web-site

Customer Support Representative, Electronic Arts, San Francisco, CA Internship, May 2004 - August 2004

- Tested and evaluated 6 packages of computer software
- Provided programming instruction to computer engineers
- Received and responded to programming issues

Project Coordinator, Bekins Distribution Services, Clayton, MO August 2003 – August 2004

- Contacted 14 contractors to monitor product needs and shipments
- Designed Access database for tracking project information
- Created billing system using Excel

ACTIVITIES:

Secretary, College of Business Student Council, November 2004 to Present

- Represented the College of Business by acting as a liaison between students and the university
- Documented meetings and produced correspondence for all weekly meetings
- Encouraged students to be proactive in the council by getting them involved in committees

Committee Chair, Excellence Through Leadership Conference, November 2003 to November 2004

- Designed promotional campaign by creating logos, student applications, and resume books
- Stimulated student participation for the conference through 13 classroom presentations
- Demonstrated excellent managerial skills by retaining 95% of the 300 students who were planning to attend the conference

Member, Student Organization Allocation Committee, September 2003 to May 2004

- Allocated funds to over 400 university organizations
- Revised organization budgets by allocating funds to meet relevant needs

HONORS:

- Dean's List (4 semesters)
- Golden Key Scholar