

Top N. Market

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OBJECTIVE Entry-level position marketing position conducting, research projects, presentations, and building strong relationships with clients

SUMMARY Three years of experience supporting marketing activities of professional organizations which includes written communications, verbal presentations of services, editing and proofing documents, and managing corporate website.

Computer Skills Microsoft Excel, PowerPoint, Access, Publisher, Visual Basic; Adobe Dreamweaver, PageMaker, LexisNexis Time Matters, PC Law; Java; Enterprise Recovery System (ERS)

EDUCATION B.B.A., Marketing, Mercer University, Atlanta, Georgia May 20xx

Relevant Coursework

Advertising	Marketing Promotion
Marketing Research	International Marketing
Technical Communication	Consumer Behavior

Study Abroad Toured European companies located in Amsterdam, Paris, and Geneva to obtain an understanding of European management and marketing practices including culture.

INTERNSHIP **Edward Jones**, Marietta, Georgia Fall 20xx

- ◆ Created a computer database for demographic and market analysis, and generated report for partner
- ◆ Researched a private search engine for possible clients
- ◆ Analyzed financial statements to determine clients' assets

WORK EXPERIENCE **Stone, Smith & Deming**, Norcross, Georgia August 20xx – Present
Office Assistant

- ◆ Opened cases for attorneys using law software: Time Matters, PC Law & ERS
- ◆ Maintained database of client and case information using Time Matters software
- ◆ Ordered and took inventory of office supplies using an online ordering system
- ◆ Set-up conference rooms for Mediations, Arbitrations/Depositions and Client Meetings
- ◆ Assisted secretaries & paralegals with filing, mailing, copying & faxing legal documents

Investor, Inc., Marietta, Georgia Spring 20xx
Publicist, Marketing Trainee

- ◆ Presented at real estate events as a representative
- ◆ Marketed and sold advertisements over the phone and in person
- ◆ Developed public relations with real estate investors' associations
- ◆ Proofread articles and advertisements before publication was printed

LEADERSHIP **Mercer University Residence Life** August 20xx – May 20xx
Resident Assistant

PROFESSIONAL MEMBERSHIP American Marketing Association, Atlanta Chapter January 20xx – Present