

MXXXXX RXXX MXXXXX

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OBJECTIVE

To obtain an internship position in the entertainment industry that will enable me to utilize my management education and develop a profound understanding of the business.

EDUCATION

Bachelor of Science August 2008

Major: Management - Overall GPA: 3.8/4.0

Perdue School of Business

Salisbury University, Salisbury, MD

(Maintained 15-18 credit hours while working approximately 20-30 hours per week)

PROFESSIONAL AND DEVELOPMENTAL EXPERIENCE

Small Business Consulting Course, Salisbury University Business School Spring 2008
Salisbury, MD

- Defined problem within organization, gathered necessary information to solve problem, and recommended solutions
- Established team leader position and initiated communication and teamwork
- Planned and organized meetings with team and business owner

International Management Course, Salisbury University Business School Fall 2007
Salisbury, MD

- Analyzed the proliferation of globalization in different industries
- Addressed the importance of and issues related to diversity in the workplace
- Conducted research on management practices in other countries

Sales Assistant/Beauty Consultant, Hecht's August '05 – August '06
St. Charles, MD

- Took over counter manager responsibilities by training new sales associates, initiating teamwork, and encouraging co-workers to meet projected sales goals
- Identified needs of customers and recommended solutions to meet those needs

Patient Service Coordinator/Technician's Aid August '06- August '07
American Radiology Services, Prince Frederick, MD

- Coordinated patient services by registering patients and recording information.
- Organized and improved operations within receptionist area and consequently, facilitated communication between departments and other medical offices
- Compiled patient information as needed for patients or other medical offices

HONORS/ACHIEVEMENTS

Recipient, National Dean's List 2006-2007

Recipient, Salisbury University Dean's List 2006-2007

Certification, Professional Make-Up Artistry April 2005

Cinema Make-Up School, Los Angeles, CA