

Jjxxxx Sxxxx

OBJECTIVE

To obtain an employment position in my field that will permit me the opportunity to utilize my skills.

EDUCATION

Bachelor of Science

May 2008

Major: Management

Overall GPA: 3.1/4.0

Purdue School of Business

Salisbury University, Salisbury, MD

(Maintained a part-time job while attending school full-time)

RELEVANT COURSE WORK

Financial Management – learned about the importance of the time value of money and how it relates to managing stocks and bonds...used essential concepts such as security markets, interest rates, and risk analysis to maximize the profits of a firm.

Employee-Management Relations – identified and applied principal statutes and there specific bearing on American business and labor relations...participated in a mock negotiation which included the collective bargaining process along with the hands on negotiating experience.

PROFESSIONAL EXPERIENCE

Student Assistant Coach, Men's Basketball Team – Wheeling Jesuit University

2006-2008

Wheeling, WV

- Attended every practice and ran individual instruction drills with players on the team
- Compiled a shot chart and other statistics needed for the team at every game

Athletic Event Supervisor, Athletic Department – Wheeling Jesuit University

2005-2007

Wheeling, WV

- Hired and supervised a team of 20 students to work athletic games during the year
- Trained staff for working Soccer, Volleyball, Lacrosse, and Basketball games
- Scheduled workers every week to make sure staff was at every sporting event

EMPLOYMENT

Server – Banquet Server – Bar back, Brew River Restaurant and Bar

2005-Present

Salisbury, MD

- Wait on customers and provide quality service at a upscale establishment
- Serve for special events, wedding receptions, office parties etc.
- Work 12 hour shifts addressing the entire daily stocking needs of the bar
- Use outstanding teamwork skills while working with the bartenders or wait staff

Server, Harpoon Hanna's Restaurant

Summer 2006

Fenwick Island, DE

- Worked 6 days per week for a premiere establishment at the beach
- Waited on customers and learned how to deal with the hectic nature of a vacation town

Photography & Video Assistant, Prestige Photography and Video

2005-2006

Wheeling, WV

- Edited film and ran transfers from film to video
- Set up video and camera equipment at weddings and photo sessions
- Sorted and labeled photographs and negatives for easy access
- Created directories and folders on Microsoft Excel for photos and videos

COMPUTER SKILLS

Microsoft Access, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Minitab, Dreamweaver, FrontPage