

Ira N. Needofajob

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ACADEMIC PREPARATION

Bachelor of Business Administration in Marketing
Harding University, Searcy, AR

May 2010
GPA 3.2

EXPERIENCE

Marketing Intern

Summer 2008 – Present

Central Arkansas Hospital, Searcy, AR

- Strengthened creativity skills by designing ad layouts for the local newspaper
- Utilized appropriate writing style when composing press releases
- Increased awareness of suitable business procedures when interacting with advertising agencies
- Designed a directory of all physicians employed by Central Arkansas Hospital

Financial Advisor Assistant

Summer 2007

American Express, Little Rock, AR

- Sharpened organizational skills through reorganizing filing system
- Prepared client reports and maintained communication with clients
- Used financial software program to update client records and check accounts
- Gained overview of financial services industry

Sales Associate

Summer 2006

Starbucks Coffee, Redmond, WA

- Enhanced customer service by helping buyers select products
- Utilized skills learned from attending seminars
- Strengthened communication skills and attention to detail when cashiering

SKILLS

Computer Skills: Proficient in Microsoft Word, Excel, Power Point, Word Perfect and Corel Presentation

Art Skills: Organized and held private art shows; commissioned art work for clients

ACHIEVEMENTS & AFFILIATIONS

Delta Mu Delta, Vice President
Omicron Delta Kappa, Treasurer
Alpha Chi National Honor Society
Pi Sigma Epsilon
American Studies Distinguished Scholar

REFERENCES

Available Upon Request