

# 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