

Mary J. Marketer

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Professional Objective

A Marketing Internship where I can utilize my skills and abilities

Education

Associate Degree - Marketing

Anticipated Graduation - Dec. 2007

2005 - Present - Nicolet Area Technical College - Rhineland, WI

GPA: 3.4

Relevant courses and skills:

- Marketing Principles 3
- Oral and Interpersonal Communications
- Web Marketing
- Principles of Selling
- Proficient in Word, Excel, Access, Power Point
- Excellent customer service skills
- Outstanding organizational skills

Related Experience

Sales Associate

2006-Present - Northwoods Newspaper Inc. - Minocqua, WI

- Prepare sales presentations
- Represent company at trade shows
- Resolve customer complaints
- Advise customers on advertising promotion
- Draw up contracts

Other Experience

Ward Clerk

2001-2005 - Petersen Health Care - Rhineland, WI

- Computed, recorded, and proofread data
- Maintained and updated filing and database system
- Reviewed files and records
- Completed and submitted weekly reporting documents
- Routed all correspondence

Activities

- Member of the Student Leadership Team (SLT)
- Participate in Annual Cancer Walk Fundraiser in Rhineland