|  |
| --- |
| Riccio, Janet |
| [Street Address] | [City, ST ZIP Code] | [Phone Number] | [E-mail Address] |
|  |
| Objective |
| [An entry-level marketing or management position with a medium-sized business.] |
| Education |
| [Bachelor of Science, Business Administration][State College, Oakhill]  | [Expected June 2007] |
| * [Major: Management]
* [Minor: Marketing]
* [Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.]
 |
| Skills & Abilities |
| [Management] |  |
| * [Developed and implemented new fundraising program for social fraternity, which brought in more than $1,500 for local charity.]
* [Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.]
* [Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.]
* [Managed chapter house finances for two years, including collecting dues and paying bills.]
 |
| [Sales] |  |
| * [Led campus newspaper advertising staff three consecutive years for mnost advertising dollars generated.]
* [Organized and implemented advertising promotion, which increased number of advertisers by 45%.]
 |
| [Communication] |  |
| * [Presented monthly financial reports to chapter members and quarterly reports to national headquarters.]
 |
| [Leadership] |  |
| * [Served as fraternity president, business manager, and social chairman.]
* Named to [Organization name.]
 |
| Experience |
| [Advertising Manager][State College Student News] | [Start Date]to [End Date] |
| * [Responsible for page and classified advertising sales and promotions.]
* {Organized and implemented several successful advertising promotions, which cumulatively increased ad revenue by 65%.]
 |  |
| [Server][Oakhill Pub] | [Start Date] to [End Date] |
| * [Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar. ]
 |  |