

Anita Job

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SUMMARY OF QUALIFICATIONS:

- Extensive program implementation and marketing experience
- Confident public speaker with excellent presentation skills
- Team player with experience supervising peers and mediating conflicts

EDUCATION:

Bachelor of Arts in Communication Studies, Anticipated June 2010

Minor: Spanish

Seattle University, Seattle, WA

Overall GPA: 3.6 Dean's List (Winter 2008 to Present)

Related Coursework:

Public Speaking

Interpersonal Communication

Cross-Cultural Communication

Global Strategic Communications

Study Abroad: Culture & Society; Grenada, Spain

(August 2008 to Dec. 2008)

WORK EXPERIENCE:

Rental Representative, Enterprise Rent-a-Car, Seattle, WA (June 2008 to Present)

- Promoted twice in three years
- Managed a two-person office with minimal supervision
- Identified customer issues and tailored services to meet customer needs
- Processed all daily reports and transactions

Resident Assistant, Seattle University, Seattle, WA (Sept 2007 to June 2008)

- Created and implemented programs for the residential community
- Developed leadership skills through supporting students and helping to solve conflicts
- Collaborated with team of Resident Assistants to plan joint hall events

Assistant Manager, McHugh's Restaurant, Tacoma, WA (Jan 2006 to Sept 2006)

- Promoted from host to Assistant Manager in six month's time
- Trusted with all transactions such as tracking and replenishing petty cash disbursements
- Trained new staff. Hired and terminated employees as necessary

COMMUNITY INVOLVEMENT:

Vice President of Public Relations Club, Seattle University (Sept 2008 to Present)

Beta Alpha Psi Member, Seattle University (2007 to Present)

Children's Literacy tutor, Bailey Gatzert Elementary School (Jan. 2007 to Present)

Intramural and community softball, soccer and volleyball (2006 to 2007)

COMPUTER SKILLS:

Expertise in Microsoft Word, Excel, & PowerPoint.

Desktop publishing: Corel and PageMaker

LANGUAGE SKILLS:

Written and verbal fluency in Spanish.