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Sally A. Phoenix

OBJECTIVE: To secure a part-time marketing internship

EDUCATION: **University of Wisconsin-Green Bay**, Green Bay, WI
Bachelor of Arts, expected graduation December 2000
Major: Business Administration, Marketing Emphasis
Minor: Communication Processes, Public Relations Emphasis

- Attended full-time while working part-time
- Financed 80% of all college expenses through savings and part-time work

Relevant Courses:

International Marketing	Selling & Sales
Advertising	Professional Business and Communication Skills
Feature Writing	Seminar & Business Problems
Management	

COMPUTER SKILLS:

Windows 95/98	Microsoft Excel
Microsoft Word	WordPerfect 8.0
Lotus	

PROJECTS:

- Conducted a marketing audit of a local company
- Participated in various case studies for communication classes
- Designed an advertising campaign for a brand extension of a product

OTHER WORK: **ShopKo General Offices - Loss Prevention Dept.** Green Bay, WI
9/97 – Present
Civil Recourse Specialist I

- Read & reviewed shoplifting cases before being sent to the attorney
- Efficiently answered phones and demonstrated good communication skills
- Developed an efficient return letter procedure
- Entered payments of over \$1.3 million in Fiscal '99
- Prepared customer and internal statistics for Fiscal '99

6/95 - 8/97 **ShopKo General Offices - Optical Dept.** Green Bay, WI
Stockroom Clerk I

- Sorted trays into correct piles
- Pulled frames and lenses
- Efficiently answered phones

7/92 - 6/95 **ShopKo Stores - Ashwaubenon** Green Bay, WI
Cashier

- Actively waited on customers
- Demonstrated good customer service

REFERENCES: Available upon request