

KELLY THOMAS

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OBJECTIVE An internship in marketing

EDUCATION **University of Wisconsin-Green Bay**
Bachelor of Business Administration, expected 201X
Marketing Emphasis
Communication Minor

International Travel Course to Cuernavaca, Mexico
Business Track, January 201X

CLASS PROJECTS

- Conducted a statewide marketing audit of Pomp's Tire stores
- Developed market research survey for attendees of Bayfest Live
- Designed a social media advertising campaign for the New Leaf Co-op

SKILLS

Computer
Microsoft Word, Publisher, Excel, PowerPoint, and Outlook
Adobe Photoshop and Dreamweaver

Language
Intermediate Spanish

EMPLOYMENT **A'viands, UW-Green Bay**
Cashier, 201X – 201X

- Processed cash and debit transactions
- Provided excellent customer service

ShopKo, Green Bay, WI
Civil Recourse Specialist, Loss Prevention Department, 200X-201X

- Read and reviewed shoplifting cases before being sent to the attorney
- Efficiently answered phones and demonstrated good communication skills
- Developed an efficient return letter procedure
- Entered customer payments and prepared statistics reports

Stockroom Clerk, Optical Department, 200X-200X

- Processed orders accurately and efficiently
- Answered phones and responded to email inquiries

References and portfolio available on request