

Chris Q. Surname

Campus Address

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Permanent Address

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Objective

A sales and marketing internship allowing me to utilize my leadership and communication skills and apply my knowledge of the health care industry

Education

Purdue University, West Lafayette, IN
Krannert School of Management
B.S. in Management
Marketing Minor
Human Resources Minor

May 1999
Major GPA: 3.1/4.0
GPA 2.9/4.0

Familiar Computer Applications

Microsoft Office
Microsoft Access

Netscape Communicator
Internet Explorer

Special Course Project

- Acted as client liaison for Memorial Hospital as part of Business Writing team project
- Conducted research and prepared report on more efficient communication systems

Volunteer Service

Volunteer, Memorial Hospital Pharmacy, Michigan City, IN

December 1993 to May 1994

- Prepared prescriptions to meet diverse needs of patients and customers
- Ordered various pharmaceutical products from different suppliers, handled billing
- Offered over 100 hours of volunteer service in health care facility

Work Experience

Cashier, Alvin's Supermarket, Michigan City, IN

May 1995-August 1997

- Trained new employees in customer relations and efficient money handling
- Balanced cash register drawers and maintained high level of accuracy
- Assisted manager with inventory and ordering procedures

Sales Associate, Nana's Cottage, Michigan City, IN

July 1992-November 1994

- Balanced registers and opened/closed store in a responsible manner

Leadership Activities

Old Masters

- Central Committee Co-Chair
- Hostess
- Publicity

Delta Sigma Pi Professional Fraternity
Krannert Employers Forum Hostess
Management Ambassadors
Purdue Water Ski Club
March of Dimes Walk-America

Delta Gamma Sorority