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| **Education**  **Ashford University**- Clinton, IA  Bachelor of Arts in Business Administration, Major: Marketing Present |
| **Work Experience**  **Kohl’s Department Store** – Clinton, IA September 2012 – Present  *Men’s Department Associate*   * Perform recovery services for various departments * Work collaboratively with associates to ensure productive working environment * Communicate effectively with customers to please their shopping needs   **Saint Louis Public Library: Julia Davis Branch** – Saint Louis, MO October 2012 – August 2012  *Shelver*   * Shelved materials alphabetically and numerically * Maintained an organized work environment * Serviced patrons   **Emerson Climate Technologies** (Summer Internship) Summer 2012 *Marketing Department Intern*   * Updated training content to standardized templates in Microsoft PowerPoint * Utilized Microsoft Excel and Internet search tools to verify and update “Where to Buy” database * Develop best practices document for the use of Twitter in business communications   **Emerson Climate Technologies** (Summer Internship) Summer 2011  *Customer Service Representative*   * Interfaced with various departments * Assisted in servicing customers * Completed clerical tasks |
| **Community Involvement**  **Phi Beta Lambda** February 2013 – Present  *Officer Position: Reporter*   * Develop media for chapter meetings * Gather and classify chapter news * Prepare news releases and articles for publication   **Felix Adler’s Children’s Discovery Center** September 2012 – October 2012  *Volunteer*   * Facilitated “Family Date” night events * Completed various clerical tasks * Worked collaboratively with faculty to ensure a safe, clean, learning environment |
| **Honors & Awards**  **Soldan ISHS Academic Excellence Award** January 27, 2012   * In recognition of attaining a 3.625 grade point average for the Fall Semester of 2011   **Soldan ISHS Recognition of Attendance Award** January 27, 2012   * In recognition for having 97% Attendance for the 2011 Fall Semester   **The Trulaske Award** August 4, 2011   * In recognition of strong work ethic, integrity, compassion and creativity that has been consistently demonstrated |