

Jobe Gator
One Main Street
Houston, TX 77002
(713) 555-1212
yournamehere@gmail.com

Objective

A marketing position using communication, management, and analytical skills.

Education

University of Houston Downtown, College of Business, Houston TX
Master of Business Administration in Leadership, December 2017
Bachelor of Business Administration in Marketing, May 2015
Marketing G.P.A.: 3.2; Cumulative G.P.A.: 3.0

Experience

Communications

- Assisted hundreds of EarthWorks customers in the areas of gardening and pet supplies
- Negotiated publishing company contracts with professionals for New Student Directory.
- Interacted with local and regional American Red Cross offices
- Motivates more than 40 shoppers to donate canned foods

Management

- Supervised and handled EarthWorks operations during manager's absence
- Arranged and directed two marketing events for EarthWorks increasing new customers by 3%
- Trained 12 employees in the mortgage processing department
- Elected New Student Directory editor; determined Directory's content, layout, and format
- Selected company to publish Directory

Analysis

- Prepared, conducted, and analyzed customer service survey for Compass Bank
- Created managerial accounting budget using Access
- Organized and Analyzed credit reports and verifications of deposits, loans, and employment
- Conducted research to locate check information

Initiative

- Remerchandised several department sections resulting in \$30,000 in new consumer sales
- Reorganized process for receiving feedback on New Student Directory
- Devised methods for efficiently recycling paper for mortgage processing department
- Designed poster that aided in recruiting new sorority members

Employment

Management Intern, EarthWorks Inc., Houston, TX	Summer 2016
Mortgage Processor, Compass Bank, Houston, TX	May 2015- Present
Loan Servicing Clerk, Compass Bank, Houston TX	April 2013-May 2015
Deposit Services Clerk, National Bank of Houston, Houston, TX	June 2011-April 2015

Skills

Microsoft Excel, Access, Word, PowerPoint, Outlook, Java, Photoshop
Fluent in English and Spanish