

# Clara W. Career

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## Objective

To obtain a Management Trainee position with Enterprise Rent-a-Car

## Education

Bachelor of Science, Economics, August 2008  
Northwest Missouri State University, Maryville, MO  
GPA Major: 3.77/4.0

Undergraduate Research regarding Economic Development for Puerto Rico  
-Application for publication in process

### Relevant Coursework:

- Practical: Statistics, Econometrics, Accounting
- Theory: Macroeconomic Theory, Public Finance, Computer Science
- Independent Study: Economic Issues in Minority Communities

## Business Experience

Intern, Senator Faircloth's Office, Washington D.C., June-August 2007

- Researched and analyzed effectiveness of government departments
- Investigated constituent concerns with a variety of federal agencies
- Represented office to diverse constituency at state wide functions
- Assisted Office Manager in Missouri and Senator's Economic Advisor in Washington, D.C. with compilation of economic data

Office Manager, Cranberry Creek Baskets, Maryville, MO, June 2005-February 2007

- Organized invoices, accounts payable, and accounts receivable for a small international manufacturing company grossing ten thousand dollars per year
- Recruited, trained, and supervised six new employees
- Implemented special projects and community outreach with a team of seven
- Consulted with owners to determine target markets, and represented the company at retail shows
- Designed fact sheets for potential retail and wholesale buyers

## Computer Skills

Word PowerPoint Access Excel Publisher Internet Explorer Microsoft Outlook E-view

## Honors and Awards

Academic Achievements

Mortar Board, April 2006-Present

President's Honor Roll, all trimesters

## College Activities

Student Senate-President, 2005-2007

Sigma Sigma Sigma Sorority-Parliamentarian and Scholarship Chair, 2006-2007