

# Garfield Arbuckle

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## OBJECTIVE

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To secure an entry level management position with Paw, Inc.

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## EDUCATION

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**Bachelor of Science Double Major: Marketing and Business Management** December 2009  
Northwest Missouri State University (Northwest), Maryville, MO

- ◆ Cumulative GPA 3.8/4.0
- ◆ Education self-funded through scholarships and part-time employment

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## COMPUTER SKILLS

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Microsoft Word, Excel, PowerPoint, Access, and Publisher, Banner, OmniPage, Outlook, Internet Explorer

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## RELATED EXPERIENCE

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**Resident Assistant, Franken Hall** August 2007 - Present  
Residential Life, Northwest, Maryville, MO

- ◆ Act as a peer advisor for 18-24 students; build a sense of campus community and foster relationship building between residents
- ◆ Serve as a resource person regarding the operation of the University and its services
- ◆ Plan and implement a variety of social, educational, and cultural programming
- ◆ Interpret and provide rationale for hall rules; enforce rules with consistency and fairness
- ◆ Trained to implement fire and other safety procedures set forth by the University

**Student Orientation Advisement and Registration (SOAR) Leader** May 2007 - July 2007  
Northwest, Maryville, MO

- ◆ Developed creative and stimulating methods of orientation for new incoming students and families
- ◆ Collaborated on planning of summer orientation events with a team of ten other SOAR leaders
- ◆ Scheduled individual freshman students into fall trimester courses
- ◆ Interacted with various campus offices to deliver high quality customer service

**Customer Representative** June 2006 - August 2006  
Apac Customer Service, Omaha, NE

- ◆ Managed personal T-Mobile accounts for over 100 wireless customers
- ◆ Educated customers on wireless technology utilizing effective oral and written communication skills
- ◆ Provided assistance to customers with technological questions
- ◆ Processed payments on contracts in an accurate and timely fashion

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## WORK EXPERIENCE

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Cashier, Maryville BP Gas & Convenience; Maryville, MO August 2005 - June 2006  
Laborer, Russell Construction; Brookfield, MO Summers 2002 - 2005

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## HONORS/ACCOMPLISHMENTS

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- ◆ American Marketing Association
- ◆ Delta Mu Delta Honor Society
- ◆ Booth College of Business Scholarship
- ◆ Regents Scholarship
- ◆ Multi-Cultural Scholarship
- ◆ Dean's List