

# Clark Kent

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**OBJECTIVE:** To obtain a Marketing Coordinator position at the Daily Planet

## SUMMARY

- Highly effective team player with ability to collaborate with others in achieving goals
- Proven ability to balance collegiate athletic participation, work, and volunteer service with full academic schedule

## EDUCATION

Northwest Missouri State University (Northwest), Maryville, MO

**Master in Business Administration** Dec. 2010

Cumulative GPA: 3.5/4.0

Self-financed 100% of tuition through athletic scholarships and part-time employment on campus

**Bachelor of Science, Double Major in Business Management and Marketing** Dec. 2007

Cumulative GPA: 3.0/4.0

## WORK EXPERIENCE

**Graduate Assistant** Jan. 2007 – Present

Career Services, Northwest, Maryville, MO

- Serve as primary event planning coordinator for three major career events per year
- Process approximately 100 employer registrations per job fair
- Track event information in Access database and send electronic confirmations to registrants
- Coordinate with campus partners to host an annual career exploration event for up to 700 students
- Advise individual students during resume critique appointments
- Manage event day volunteer process including recruitment, scheduling, and supervision

**Peer Advisor** Jan. 2006 – Dec. 2006

Freshman Seminar, Northwest, Maryville, MO

- Fostered student exploration of campus organizations and the development of leadership skills
- Coordinated classroom speakers, presentations, and multiple details with faculty instructor
- Aided 30 students in the first year college experience adjustment; acted as role model and mentor

**Bank Servicing Intern** May 2007 – Aug. 2007

Midland Loan Services, Overland Park, KS

- Entrusted with a number of personal and residential loans for daily review and reporting
- Interacted with co-workers to share research and loan information

## COMPUTER SKILLS

Microsoft Office Suite, Dreamweaver, Movie Maker, Internet Explorer, Banner, Hire A Bearcat

## LEADERSHIP/ACTIVITIES

Northwest Football Aug. 2003 – Dec. 2007

Varsity Football Captain Aug. 2005 – Dec. 2006

NCAA Division 2, Semi-Final National Football Championship Game Appearances 2006 – 2007

Varsity Letter Winner 2006 – 2007

Chair, Team Volunteer Day 2006 – 2007

Coordinator, Northwest Football Camp 2006 – 2007

- Taught football fundamentals and provided a positive role model to area high school students

Mid-America Intercollegiate Athletics Association (MIAA), Conference Champion Team 2004 – 2007

- MIAA, Academic All Conference 2006 – 2007

- MIAA, First Team All Conference – Linebacker 2007

Member, Fellowship of Christian Athletes 2004 – 2007

American Marketing Association Aug. 2005 – Dec. 2007

- Vice President Jan. 2006 – Apr. 2007