

PAT A. SMYTHE

100 North 20th Street – Fort Myers, FL 34567
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EDUCATION

Florida Gulf Coast University, Fort Myers, FL

Pursuing a Bachelor of Science Degree in Marketing

Expected April 20XX

Relevant coursework: *Consumer Behavior, Marketing Research, Principles of Advertising, Interactive Marketing, and Professional Selling*

- 3.8 Cumulative GPA; Dean’s List

Edison State College, Fort Myers, FL

Associate in Science Degree in Business Administration and Management

May 20XX

WORK EXPERIENCE

The Beachside Restaurant, *Server*, Fort Myers, FL

December 20XX – Present

- Provide orientation and on-going training to new hires
- Assist General Manager with screening applicants and creating staff schedules
- Twice selected as Employee of the Month for providing outstanding customer service

Biscayne Bookstore, *Sales Associate*, Fort Myers, FL

July 20XX – November 20XX

- Assisted the Community Relations Manager in hosting author book signing events
- Assisted in increasing sales of new release books by 23% through attractive merchandising displays and suggestive selling
- Cross-trained in all other areas of the store to be able to assist those departments when short-staffed or during busy periods

Lake County Parks, *Head Camp Counselor*, Lake, GA

Summers 20XX – 20XX

- Planned athletic, social, and arts activities for 30 campers (ages 8 – 12)
- Assisted the Camp Director in supervising twenty assistant counselors
- Coordinated all aspects of field trips, including transportation, meals, and paperwork

SKILLS

- Proficient in a variety of business computer applications, including Excel, Access, FrontPage, Flash, Adobe Illustrator, and Photoshop
- Bilingual – conversational Spanish

CAMPUS AND COMMUNITY INVOLVEMENT

AdPros, the student chapter of the American Advertising Federation – Member

- Participated in Florida student chapter advertising competition

Zeta Tau Alpha Sorority (FGCU) – Social Chair

- Planned a variety of themed events, as well as assisted with recruitment activities and philanthropy efforts

Make- A-Wish Foundation – Volunteer