

WANDA JOB

Address Until 6/15/97:

23 Juniata College
Huntingdon, Pennsylvania 16652-2119
Phone: (814) 641-4728

Permanent Address:

Route 2, Box 167
Salisbury, Maryland 21790
Phone: (410) 787-8779

jobw03@juniata.edu

Target Position: Sales Representative position for a firm that markets Office products and services.

Education: **Bachelor of Arts**
English May, 2003
Juniata College, Huntingdon, Pennsylvania

Sales:

- * Employed 10-15 hours per week in sportswear store as sales clerk for two years.
- * Acted as assistant manager in family business. Purchased merchandise at trade shows. Handled preferred customers.
- * Dealt with office product sales representatives in a law office.

Communications:

- * Employed as a reporter and night editor for two years with college newspaper.
- * Excelled academically in three writing and public speaking courses.

Organization:

- * Managed time effectively while working part-time and going to school full-time.
- * Employed in gift shop during hectic seasonal rush periods.
- * Handled a variety of general administrative tasks as a secretary in a law firm. Became familiar with a wide range of office products and services.

Work Experience: **Sales Clerk**, College Varsity Shop, Huntingdon, Pennsylvania. 2000-02

Secretary, Smith, Lee & Jones, Attorneys at Law, Altoona, Pennsylvania. 1999 summer

Sales Clerk/Assistant Manager, Treasure Place, Ocean City, Maryland. 1997-99 seasonal