

## EDUCATION

### **Chapman University**

*Argyros School of Business and Economics*, Orange, CA  
Bachelor of Science, Business Administration, Spring 2011  
Minor in Environmental Science

- Lead presentations on Management and the Importance of Social Media Presence

### **The University of Waikato**, Hamilton, New Zealand

Study Abroad Program, Spring 2010

- Completed international courses in Business and Environmental Science

### **Bellevue College**, Bellevue, WA

Associates of Arts and Sciences, Spring 2008

- Obtained degree while in high school

## EXPERIENCE

### **Ronni Jones Marketing**, Irvine, CA

Sales Associate, Summer 2011

- Acquired new client accounts through direct sales and data mining
- Acted as the liaison between vendors and potential customers
- Coordinated daily appointments and weekly reports for service managers

### **Chapman University, Media Services**, Orange, CA

Audio Visual Technician, Fall 2010 – Summer 2011

- Coordinated event set-ups and completed tasks on time
- Assisted professors and staff with Audio / Visual needs
- Maintained control of high pressure situations as technical issues emerged

### **Chapman University, Residence Life**, Orange, CA

Office Assistant, Fall 2010

- Planned and facilitated social events for residents on campus
- Maintained resident database with confidentiality

### **Hebert Research**, Bellevue, WA

Market Research Assistant, Fall 2006 – Spring 2007

- Surveyed demographics throughout the United States to aid in clients' strategic decisions
- Communicated with a diverse range of individuals over the telephone

## SKILLS & QUALIFICATIONS

- Very comfortable communicating with others
- Excellent presentation ability
- Task oriented
- Phone etiquette
- Experience with database management
- Coachable and friendly
- IT: Computer/server assembly, light PHP/MYSQL theory, MS Office Suite