

MARY DOE

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Fayetteville, AR 72701

xxx-xxx-xxxx
mdoe@uark.edu

EDUCATION

Bachelor of Science in Business Administration, Finance, University of Arkansas, Fayetteville, AR
Expected Graduation Date: May 2009
Honors Program GPA 3.35/4.0

EXPERIENCE

Investment and Insurance Compliance Assistant, Arvest Asset Management, Fayetteville, AR January 2008 - Present

- Member of the AIC Arvest Insurance team for AAM, a brokerage firm branch of Arvest Bank
- Maintained licensure files for all Arvest Insurance Agents
- Assisted with new and renewed agent appointments with Insurance companies
- Performed other managerial and secretarial duties such as faxing, scanning, telephone communication with agents and companies

Orientation Leader / Mentor, Office of First Year Experience, University of Arkansas, Fayetteville, AR May 2007 - December 2007

- Assisted with the on-going planning, implementation, and evaluation of new student orientation
- Worked as a paraprofessional in presenting and distributing information to new students and guests
- Initiated and develop open communication and interaction with students and guests
- Served as a positive role model and ambassador on behalf of the University of Arkansas

Course Reserve Assistant, Mullins Library, University of Arkansas, Fayetteville, AR September 2006 - May 2007

- Scanned for electronic reserves, gaining proficiency with Adobe software
- Prepared usage reports of electronic reserves
- Facilitated on-going communication with professors about individual needs for reserves
- Trained new employees on software and procedure

Child Care/ Classroom Assistant, Cambridge Academy, Plano, TX May 2005 - August 2006

- Co-maintained a classroom of toddlers
- Prepared and presented lesson plans daily
- Trained in many positions; classroom staff, front desk management, filing and database systems
- Implemented a new organization system which enhanced productivity

LEADERSHIP EXPERIENCE

Scholarship Chairperson, Delta Upsilon, University of Arkansas, Fayetteville, AR May 2007-December 2007

- Responsible for developing good study habits for pledges.
- Enforced pledge's study hall requirements.
- Assisted freshman with selecting classes.

Secretary, Special Events Committee, University Programs, University of Arkansas, Fayetteville, AR January 2008-Present

- Organized major events throughout the year for the student body.
- Coordinated catering service for these events
- Recorded minutes of weekly meetings.

TECHNICAL SKILLS

Proficient in Microsoft Office (Word, Access & Excel) & Adobe

HONORS & AWARDS

- Awarded Chancellor's Scholarship (\$7,000/yr for 4 years-Awarded to top UA candidates from the general applicant pool)
- Awarded Walton College of Business Finance Department Scholarship (\$2500) Fall 2007