

MBA

700 Porter Avenue, Chesterton, IN 46304

(812) 123-0000

mba@valpo.edu

OBJECTIVE

Full-time position with a dynamic Northwestern Indiana company in need of a highly trainable profit driver with marketing, sales, project planning and supervisory experience

EDUCATION

Valparaiso University, Valparaiso, Indiana

Master of Business Administration

Overall GPA: 4.0/4.0

Expected Graduation Date (August, 2009)

Indiana University Bloomington, Bloomington, Indiana

Bachelor of Arts

Major: Folklore

Overall GPA: 3.85/4.0

Graduation Date (August, 2002)

Major GPA: 4.0/4.0

RELEVANT EXPERIENCE

Barnes and Noble Booksellers, Valparaiso, Indiana

Trade Floor Lead

April 2007-present

- Managed inventory of Fiction and Non-Fiction Departments; annual sales of \$2.5 million
- Conducted daily ordering of product due to Monthly Planner dictates and market trends
- Supervised part-time booksellers and managed daily task allotments
- Trained all new booksellers on trade floor merchandizing guidelines and BookMaster

Fiction Lead

February-April 2007

- Managed inventory of Fiction Department; annual sales of \$1.2 million
- Conducted daily ordering of product due to Monthly Planner dictates

Cashwrap Lead

August 2006-February 2007

- Supervised line of up to seven cashiers
- Completed bank deposits, managed store change fund and register media

Jackson Baughman Studios, Mitchell, Indiana

Partner

August 2002-August 2006

- Developed marketing strategies, product line and booth concepts for showings of artists' work throughout the country, including The Chocolate Show in New York City
- Maintained mailing list and created quarterly newsletters, brochures and invitations
- Maintained financial records and website updates

OTHER EXPERIENCE

Newsletter Editor, Greater Mitchell Chamber of Commerce, Mitchell, Indiana Spring-Winter 2005

SKILLS

- Microsoft Office, FrontPage, Publisher, Quicken, Excellent Verbal and Written Communication Abilities, Superior Team Building, Didactic and Leadership Skills