

RITCHIE

(555) 111.2222

rit0000@rit.edu

An ambitious employee skilled in customer relations, marketing, and sales, with a positive work ethic.

Highlights

- Experienced in communication with multiple clients concurrently providing 24/7 customer care.
- Experience in rapid response to adapting situations and communicating with multiple parties: quickly, accurately, and calmly.
- Experience in completing tasks in a fast-paced environment collaborating with multiple departments.
- Experienced in sales with highly experienced brokers (business to business, B2B) and direct consumers with ranging knowledge (business to consumers, B2C).

Education

- Rochester Institute of Technology, B.S. in Applied Arts & Sciences, with Concentrations in Business Management, Communications, and Design (Graduation May 20xx).

Experience

Backpacked Through Europe July 20xx - August 20xx Europe
Created a trip hiking through Ireland, Scotland, France, Spain, Italy, Brussels, and the Netherlands using only one backpack containing all supplies, hiking over 350 miles in total. Scheduling and secured all transportation and accommodations before the start of the trip and imputed them on an easily referenced spreadsheet.

GrandView Aviation July 20xx – July 20xx Baltimore, MD
Marketing and Charter Sales Coordinator
Responsibilities included communicating with well-known clients, creating custom quotes on a per-client basis, account management, business development, and manage client service. Duties also included managing organ transportation operation, which entailed rapid response, collaborations with multiple departments, and managing the flight from start to finish.
Software used included: Adobe Illustrator, Adobe Photoshop, and Microsoft Office Suite.

Student Government August 20xx – May 20xx Rochester, NY
RIT SOIS Student Senator
RIT Student Government consisted of representatives from each college within RIT. Tasks included PR and advertising for SOIS, representing constituents needs at council meetings, event planning, and holding office hours to help students with academic and personal problems. Increased student involvement in college activities by 10%.

Personal Attributes

Excels in Group Communications

Innovative Problem Solver

Attention to Details

Interests/ Activities:

Reading, Metalworking,

Hiking, Boating,

Cooking, Traveling,