

JENNIFER

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EDUCATION	UNIVERSITY OF MICHIGAN University of Michigan College of Literature, Science and the Arts Bachelor of Arts, May 2004 <ul style="list-style-type: none">• Communications major• GPA 3.75/4.0• Dean's list and University honors 2000-2003• Member, Phi Sigma Theta National Honor Society• Member, National Society of Collegiate Scholars	Ann Arbor, MI
EXPERIENCE		
Summer 2003	THE ANN ARBOR NEWS Display Advertising Associate <ul style="list-style-type: none">• Conducted meetings with clients to develop and implement advertising campaigns• Collaborated with regional mall to develop an advertising campaign promoting their grand re-opening resulting in an increase in shoppers• Designed advertisements on QuarkXPress for local businesses• Executed daily tasks within a deadline-oriented work environment• Enhanced personal sales tactics by promoting special sections in the newspaper to new businesses and regular clients• Managed advertising accounts of multi-million dollar companies	Ann Arbor, MI
2002-2003	GRIZZLY PEAK Server <ul style="list-style-type: none">• Contributed to the restaurant's team environment by aiding co-workers• Enhanced organization and multi-tasking skills	Ann Arbor, MI
Summer 2002	PROVOST & VP OF ACADEMIC AFFAIRS OFFICE Student Assistant to the Provost <ul style="list-style-type: none">• Organized information about the school's deans in databases• Delivered confidential materials• Filed, typed, and ran a multiple-line phone system	Ann Arbor, MI
Summer 2001	GRASP (Grand Rapids Area Summer Program) Computer Technician <ul style="list-style-type: none">• Prepared database with 1,200 names of summer-school students• Graded student's papers and offered them advice and encouragement• Developed proficiency in Microsoft Office and the Internet	Grand Rapids, MI
1998-2000	BARRY BAGELS Assistant Manager <ul style="list-style-type: none">• Promoted to be the youngest manager in history of the company• Baked, cleaned, took catering orders, and served customers	Grand Rapids, MI
ADDITIONAL	<ul style="list-style-type: none">• One of five students chosen by the U of M Career Center to write weekly updates about their job search process to be posted online as guidance for other students• Volunteer for The Detroit Project: Service organization to clean up and rebuild the city of Detroit• Extracurricular interests: Running, traveling, and cooking	

