

# Functional Resume

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## OBJECTIVE

A marketing position using my communication, management, and analytical skills.

## EDUCATION

**Cornell University, Ithaca, NY**  
B.S. Applied Economics and Management, May 2008  
3.26 GPA; Dean's List three semesters  
Ho-Nun-De-Kah, College of Agriculture and Life Sciences Honor Society

## SUMMARY OF EXPERIENCE

- Communication**
- Assisted hundreds of Agway customers in the areas of gardening and pet supplies.
  - Negotiated publishing company contracts with professionals for *New Student Directory*.
  - Interacted with local and regional American Red Cross offices.
  - Motivated over 40 shoppers to donate canned foods.
  - Aided customers by providing loan pay-off figures, payments, interest, and credit data.
- Management**
- Supervised and handled Agway operations during manager's absence.
  - Arranged and directed two marketing events for Agway.
  - Trained employees in the mortgage processing department.
  - Elected *New Student Directory* editor; determined *Directory*'s content, layout, and format.
  - Selected company to publish *Directory*.
  - Directed and organized canned food drive for American Red Cross.
  - Organized and motivated over 50 volunteers for service projects.
- Analysis**
- Prepared, conducted, and analyzed customer service survey for Agway.
  - Created managerial accounting budget using Access.
  - Organized and analyzed credit reports and verifications of deposits, loans, and employment.
  - Conducted research to locate check information.
- Initiative**
- Remerchandised several department sections to help improve consumer sales.
  - Reorganized process for receiving feedback on *New Student Directory*.
  - Devised method for efficiently recycling paper for mortgage processing department.
  - Designed poster that aided in recruiting new sorority members.

## EMPLOYMENT

Management Intern, Agway Inc., Concord, MA	Summer 2007
Mortgage Processor, Compass Bank, Bedford, MA	Summer 2006
Loan Servicing Clerk, Compass Bank, Bedford, MA	Summer 2005
Deposit Services Clerk, National Bank of Fairhaven, Acton, MA	Summers 2003, 2004

## CAMPUS AND OTHER ACTIVITIES

Alpha Phi Omega: Concessions Chair; Sunshine Co-Chair	Cornell Symphony Orchestra
American Red Cross Canned Food and Blood Drive Chair	Dickson Hall Senate Member