

Joseph R. Jones

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Objective: **Full time Employment: Marketing Research Analyst**
(Tailor your objective to the position)

Summary:

- Aggressive, enthusiastic and energetic self-starter
- Effective working both independently and as a team member
- Work well under pressure
- Experience in coordinating and managing projects

Education:

Fairleigh Dickinson University, Teaneck, NJ

Global MBA in Marketing

Expected date of graduation: May YYYY

GPA: 3.5 *(Only list GPA if it is a 3.0 and above)*

International University of Monaco, Principality of Monaco

Bachelor of Science in Marketing Concentration: Advertising

Graduated: May YYYY

GPA: 3.2 *(Only list GPA if it is a 3.0 and above)*

Honors:

Deans List YYYY - YYYY

Academic Honors YYYY

Computer Skills:

Advanced proficiency in Word, Excel, Power Point, Access

Languages:

Fluent in French

Related Experience:

ABC Marketing Ltd., Clifton, NJ *(This should directly relate to your academic area)*

Summer YYYY

Marketing Intern

- Handled internet research for marketing campaign
- Assisted with mailings and updated customer database
- Designed and wrote promotional brochure

Work Experience:

Morgan Corporation, Teaneck, NJ

M/YY– present

Office Clerk

- Maintain files and updated database
- Handle customer inquiries
- Assist manager in preparing customer invoices

Summer YYYY

The Ranch Restaurant, Teaneck, NJ

Waitress/Kitchen Help

- Handled customer orders
- Assisted cook with general food preparation

Note: Bulleted duties and responsibilities:

Indicate past tense if you are not working there any more and present tense if it's your current job.

Present tense: Maintain files and update database Past tense: Maintained files and updated database

Activities:

Marketing Club, Secretary YYYY - YYYY

Student Government Association, Treasurer YYYY