

JENNY HERBERT
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OBJECTIVE To obtain a summer internship in a marketing-related area

EDUCATION **Meredith College**, Raleigh NC May 2009
Bachelor of Science
Major: Business Administration Concentration: Marketing

RELEVANT COURSEWORK

Marketing	Economics
International Marketing	Interpersonal Communications
Marketing Research	Advertising and Sales Promotion
Accounting	Marketing, Management and Planning

SKILLS

Proficient in MS Office: Excel, Word, PowerPoint; Internet; Email
Strong organizational skills
Knowledge of the Spanish language
Verbal communication skills
Team player
Pleasant to work and get along with

EXPERIENCE **Panache Boutique** New Bern, NC April 2005-July 2007
Manager

- Managed store
- Assisted with buying merchandise
- Performed money transactions: cash, checks, and credit cards
- Created and maintained window displays
- Operated cash register
- Interacted and communicated with customers

Captain Ratty's New Bern, NC May-August 2004
Hostess

- Greeted guests
- Dealt with customer service issues
- Delegated tables to the wait staff
- Trained other hostess
- Communicated problems or compliments with service

VOLUNTEER EXPERIENCE

Martin Middle School Raleigh, NC Fall 2006
Tutor/Mentor

- Tutored seventh grade student in all subjects