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| Resume for recent college graduate**College Graduate Resume**  | Learn More From Our Free Excel and Office Resources:* Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html)
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Name

Street Address | City, ST ZIP Code | Phone Number | Email

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| Objective |  |
| An entry-level marketing or management position with a medium-sized business. |  |
| Education |  |
| Type of DegreeName of College/University | Expected Date |
| * Major: Management
* Minor: Marketing
* Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.
 |  |
| Skills & Abilities |  |
| Management |  |
| * Developed and implemented new fundraising program for social fraternity, which brought in more than $1,500 for local charity.
* Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.
* Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.
* Managed chapter house finances for two years, including collecting dues and paying bills.
 |  |
| Sales |  |
| * Led campus newspaper advertising staff three consecutive years for most advertising dollars generated.
* Organized and implemented advertising promotion which increased number of advertisers by 45%.
 |  |
| Communication |  |
| * Presented monthly financial reports to chapter members and quarterly reports to national headquarters.
 |  |
| Leadership |  |
| * Served as fraternity president, business manager, and social chairman.
* Named to Organization name.
 |  |
| Experience |  |
| Advertising ManagerState College Student News | Start Date to End Date |
| * Responsible for page and classified advertising sales and promotions.
* Created successful advertising promotions which increased ad revenue by 65%.
 |  |
| ServerOakhill Pub | Start Date to End Date |
| * Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar.
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