

*(Recent HS Grad, Marketing Resume – www.how-to-write-anything.com)*

**Pat R. Brown**

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**OBJECTIVE:** High school grad with excellent interpersonal skills and outgoing personality is looking for an entry-level position in marketing.

**EDUCATION**

**Richard Montgomery High School**

High School Diploma with Honors

Sunnyvale, CA

May 2008

**SKILL SUMMARY**

- Excellent interpersonal and communication skills.
- 60-min a word typing and short-hand note taking.
- Microsoft Office power user.
- Great speaking voice and warm presence on the phone.
- Experienced in writing direct-mail copy.

**EXPERIENCE**

**CLYDE'S RESTAURANT**

Greeter

Newport Beach, CA

Summer 2007

- Welcomed the patrons at the door and showed them to their tables.
- Took reservations over the phone.
- Worked tabling arrangements under stress on busy weekends and holidays.

**QUEEN ANN CENTER MALL**

Administrative Intern

Fremont, CA

Summer 2006

- Answered the phones and wrote various memos in the central office.
- Rearranged the filing system and created a new MS Access database for vendors.
- Wrote the copy for the monthly email newsletter sent to all tenants.
- Organized a Youth Competition at the Mall to generate more visitors.

**SAFEWAY**

Administrative Intern

Reno, NV

August-September 2005

- Worked as cashier at the pharmacy department.

**REFERENCES** available upon request.