

Judy Smith

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Objective

An entry-level management position in customer care with the opportunity to contribute to the efficient operation of a firm and to earn advancement through on-the-job performance.

Education

1998 - Current University of Utah Salt Lake City, UT

- One-year left in completing a Bachelor's Degree in Consumer Studies and Family Economics.
- Presidential Academic Awards
- University of Utah Achievement Award
- Simin Mostofi Memorial Scholarship
- Financed 100% of college expenses through work, work- study programs, and grants.

1994 - 1998 East High School Salt Lake City, UT

High School Diploma

- National Honor Society
- National Youth Leadership Nomination
- Certified Nursing Assistant Licensing
- Certificate of Achievement in the Arts II Place National Winner

Work Experience

1999 - 2001 ACS Salt Lake City, UT

Third Party Verification

- Vietnamese Professional Translator
- Data Verification
- Customer service functions
- Validate additional data
- Image Keying
- Off line Retrievals
- Computer Set up

1997 - 1999 L.E.A.P World Team Salt Lake City, UT

Director of Marketing

- Big Group presentations
- Technical and trade publications
- Increase flyer sales (in one case by 120%)
- Attract new doW11 lines in significant numbers
- Summary of qualifications
- Tools used: Microsoft Excel, Power Point, Window 95, 98 and 2000
- Manual and automated entry
- Internet Explorer
- Outbound/Inbound tele-reasearch
- Web access to data

Personal

- Communicate well when speaking and writing; able to a as liaison between different personality types; comfortable and effective communicating with both superiors and staff.
- Able to motivate a project team; background in psychology provides wide range of interpersonal-skills to encourage and instruct others.
- Accustomed to being in positions of responsibility; self- motivated and willing to set goals and work to achieve them, never assume" the other person" is responsible.
- Use time and resources effectively; consider efficiency. planning, and accountability very important.

Other

- Willing to relocate anywhere;
- Quick learner and trained in analytical problem solving skills;
- Solid work ethic that finds satisfaction and pleasure in achieving work goals;
- Daily reader of the Wall Street Journal, The Utah Daily Chronicle, The Journal of Commerce, and the Utah Times.

Interests

Computer strategy games, water skiing, snowboarding, swimming, reading

References:

Available upon request