

# Jason Jackson

600 Park Street  
Hays, KS 67601

785-555-5555  
jackson@scatcat.fhsu.edu

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## Education

**Bachelor of Business Administration in Marketing**, December 2016  
Fort Hays State University, Hays, KS  
GPA: 3.64 on 4.0 scale

## Qualifications

Proficient in Microsoft Word, PowerPoint, Excel  
Proficient with Windows, Macintosh and Internet Environments  
Excellent leadership, communication, and time management skills

## Internship Experience

**Marketing Intern**, Summer 2014  
Waddell & Reed, Hays, KS

- Coordinated & managed marketing projects for the division manager
- Created a marketing strategy campaign to increase IRA clients with 30 area companies
- Involved in marketing campaign for financial advisors

## Work Experience

**Sales Associate**, August 2014-Present  
Stage, Hays, KS

**Laborer**, Summers 2012-2014  
Paul Wertemberger Construction, Hays KS

## Leadership Activities

Marketing & Management Club  
Big Brothers Big Sisters Volunteer  
Alpha Kappa Psi Member

## Honors

National Collegiate Scholar Member  
Fort Hays State University Business School Dean's Honor Roll  
3 time MIAA Commissioner's Academic Honor Roll  
Marketing & Management Scholarship

## Community Service/Volunteer Experience

Tigers in Service  
Special Olympics  
Hays Area Children's Center

# Sarah Sales

600 Park Street  
Hays, KS 67601

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sales@scatcat.fhsu.edu

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## Objective

Obtain position in the insurance industry using my sales and customer service experience

## Education

**Bachelor of Business Administration**, May 2016

Major: **Marketing**

Fort Hays State University, Hays, KS

## Qualifications

- Extensive knowledge of Microsoft Word, Excel, PowerPoint
- Working knowledge of Dreamweaver, Adobe Photoshop, Filemaker Pro

## Relevant Courses

Strategic Selling

Managerial Finance

Consumer Behavior

Principles of Accounting I & II

Introduction to Leadership Concepts

Business Communication

## Work Experience

**Assistant Box Office Manager**, August 2014-Present,  
Athletic Office, Fort Hays State University, Hays, KS

- Implement a conversion to Tickets.com from a paper/pencil ticketing system
- Provide recommendations and opportunities to customers for purchase options
- Handle customer questions and concerns in a friendly, professional manner
- Assist with all phases of athletic ticket operations including game day management
- Help athletic bookkeeper with the daily financial operation of the department
- Perform general office management duties

**Sales Associate**, October 2012-May 2014

Tiger Book Shop, Fort Hays State University, Hays, KS

- Processed and received books and merchandising
- Balanced out daily registers
- Assisted customers with purchasing books and merchandise

## Clubs and Organizations

Alpha Kappa Psi: Vice President of Pledging

Marketing and Management Club

Tigers in Service: Community Service Program

## References

Available upon request