

Jane Mary Doe

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Objective

To obtain an internship in Television Production

Education

B.A., Communication, May 2000
Manhattan College, Bronx, New York
Cumulative GPA: 3.2/4.0

Employment

Assistant Account Executive

Summer 1997

Joseph P. Day Realty, Inc., New York, New York

- Canvassed buildings
- Researched database for space to meet client's specifications
- Solicited new clients
- Answered telephones

Retail Salesperson

December 1996-June 1997

Lord & Taylor, Scarsdale, New York

- Promoted various merchandise to customers
- Assisted customers in coordinating clothing
- Handled monetary transactions
- Assisted with store mannequin displays

Receptionist

Summer 1996

Morgan, Lewis & Bockius LLP, New York, New York

- Greeted clients
- Coordinated conference rooms
- Received calls and distributed messages
- Maintained client database
- Managed attorney scheduling

Operation's Manager

Summers 1991-1995

Sunberry's Café, New York, New York

- Responsible for approximately 10 counter employees
- Trained employees in customer relations
- Settled disputes and complaints between customers and employees
- Managed and delegated employee responsibilities
- Assisted chef with catering
- Performed monetary transactions
- Created and designed weekly menus and brochures

Computer Skills

Windows 3.1, Windows '95 and '98, Microsoft Word, WordPerfect, Desktop Publishing, Microsoft Excel, Internet, Netscape, and Microsoft Explorer

Skills and Interests

Excellent interpersonal communication skills. Self-motivated, organized and energetic. Strong analytical and quantitative skills. Enjoy tennis, running, weight training, and cycling. Enjoy all aspects of art and art history.