

RESUME EXAMPLE

JOE GRIFFON

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EDUCATION

Missouri Western State University St. Joseph, MO
Bachelor of Science in Business Administration: Marketing Expected May 2020
Minor: Communications, GPA 3.7

EXPERIENCE

American Family Insurance St. Joseph, MO
Sales Specialist December 2019 - Present

- Maintain successful relationships with existing and potential customers in order to better recommend products / services based on their needs.
- Identify and analyze market trends in order to identify prospective new business.
- Demonstrate effective communication skills when interacting with customers, explaining products in detail to their full understanding.
- Deliver presentations through different modalities, to both large and small groups.

Dairy Farmers of America Kansas City, KS
Marketing Intern Summer 2019

- Assisted with the implementation and design of campaigns for new products.
- Provided support with market analyses for sales department to identify potential leads and grow customer base.
- Prepped proposals for presentations and hosted client events.
- Took part in monthly meetings, establishing production goals and success metrics.

AWARDS & ACTIVITIES

Black Student Union - *President* 2017 - 2019
Dean's List 2018, 2019
National Association for Leadership & Success - *member* 2019