

# KANA M. BUSINESS

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<b>OBJECTIVE</b>	A position in management, marketing or human resource management	
<b>SUMMARY</b>	Thorough Understanding of Business Fundamentals; Outstanding Leadership and Teamwork Skills; Excellent Interpersonal Communication; Goal and Project Driven; Hardworking; Client and Customer Oriented; Proven Skills in Planning, Organizing and Budgeting; Energetic; Marketing and Sales Skills	
<i>Computer Skills</i>	MS Office: Excel Word PowerPoint Access Publisher Outlook WordPerfect Lotus OnTime Pagemaker FrontPage & HTML (limited)	
<b>EDUCATION</b>	B.B.A. Double Major, Management and Marketing UNIVERSITY OF EVANSVILLE, Evansville, IN	<b>GPA 3.42</b> Expected May 2006
<i>Related Projects</i>	<b>Marketing Research:</b> Developed a comprehensive marketing plan for a Evansville Area Neighborhood Revitalization Project <b>Publishing and Editing:</b> Performed all functions necessary to publish the 2003-2004 University of Evansville Student Handbook, including gathering information, editing and lay-out, and coordinating printing and distribution	
<b>LEADERSHIP</b>	<b>PRESIDENT <i>Panhellenic Council</i></b>	Feb 2004-Present
	<ul style="list-style-type: none"><li>• Managed and directed Executive Board and Panhellenic Council meetings</li><li>• Revised and strengthened Panhellenic Council by-laws and sorority recruiting manual that increased member accountability, efficiency, and equity in recruitment</li><li>• Significantly improved the relationship between Greek organizations and faculty, through the development/distribution of a monthly newsletter and a series of forums that encouraged communication and understanding</li></ul>	
<b>INTERNSHIP</b>	<b>MARKETING INTERN</b> Georgia Music Hall of Fame	Spring 2005
	<ul style="list-style-type: none"><li>• Co-developed and implemented the marketing plan for the Fall 2000 Georgia Music Hall of Fame Induction Ceremony and Music Month festivities, which included developing mass media ads, soliciting corporate sponsors, preparing/managing budget in excess of \$40,000, planning/booking over 20 artists, arranging catering for 12 events, and scheduling/directing 35 community volunteers</li></ul>	
<b>WORK EXPERIENCE</b>	<b>THE LIMITED</b> Beautiful Beach, FL <b><i>Sales Associate/Certified Trainer</i></b>	Summers 2001-2005
	<ul style="list-style-type: none"><li>• Recognized for superior sales and customer satisfaction performance for five consecutive summers</li><li>• Served as assistant buyer for store and completed a six week training program held in New York City</li><li>• Trained and mentored all new employees of six Metro-beach stores for two consecutive summers</li></ul>	
<b>HONORS/ ACTIVITIES</b>	President's List, One Term Panhellenic Executive Board Rush Counselor Order of Omega	Dean's List, Two Terms Delta Sigma Pi Social/Community Service Chair Admissions Ambassadors SUAB, Coffeehouse Chair