

**JANE M. SMITH**  
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School:  
 Box A-231, VWC  
 1584 Wesleyan Dr.  
 Norfolk, VA 23502

Permanent:  
 5381 Oakhill Dr.  
 Chesapeake, VA 22320

## OBJECTIVE

Sales position contributing a strong customer service orientation, marketing skills and a desire to succeed with a leader in the pharmaceutical industry.

## EDUCATION

Anticipated  
 May 2009

**Virginia Wesleyan College**, Norfolk, VA  
 Bachelor of Arts in **Management, Business & Economics**  
 Cumulative GPA: 3.6  
 Dean's List: five semesters  
 Relevant Courses: College Chemistry, Calculus, Marketing Principles,  
 Integrated Marketing Communications, Speech

## EXPERIENCE

January-May 2007

**Marketing Intern, McKendree Business Concepts**, Norfolk, VA

- Researched sales, marketing and competitors in the business supplies industry  
 Edited sales proposals and PowerPoint presentations for the Vice President of Marketing and Regional Manager
- Participated in sales calls to prospective and established customers
- Developed procedural guide for future interns

May-August  
 2005 & 2006

**Tour Sales Supervisor, Discover Hampton Roads**, Virginia Beach, VA

- Trained and managed six summer sales associates and tour guides
- Prepared, distributed and collected money and ticket bags
- Compiled monthly sales reports for Virginia Beach Convention Bureau
- Organized sales incentive program
- Promoted from sales associate position (2005)

May-August 2004

**Customer Service, Virginia Beach Selections**, Virginia Beach, VA

- Entrusted with managerial responsibilities in retail owner's absence
- Handled nightly closing duties, including reconciling daily sales transactions
- Provided efficient and friendly customer service and resolved concerns

## COMPUTER SKILLS

Microsoft Office applications, especially Excel and PowerPoint; QuickBooks;  
 RoboHead Marketing Web Software; Internet applications

## COMMUNITY SERVICE

March 2004-06

Alternative Spring Break Service Trips to Virginia Eastern Shore (Habitat for Humanity), Costa Rica (school building project), Mississippi (Hurricane Katrina Relief)