

JANICE EXAMPLE

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PUBLIC RELATIONS

PROFESSIONAL PROFILE

- ◆ Versatile professional with hands-on experience in diverse industries operating multiple functions nationally.
- ◆ Strategic individual who deploys participative management style in fast-paced, diverse workforce.
- ◆ Proactive change agent who spends time in student and employee environment encouraging, learning and promoting the increased productivity that results in value-added customer service.
- ◆ Excellent team builder and consultant on student, graduate issues and organizational development.

AREAS OF EXPERTISE

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| ◆ Strategy, objectives and policies | ◆ Success coaching |
| ◆ Formal leadership | ◆ Team development |
| ◆ Presentation skills | ◆ Accelerated learning |
| ◆ MS Access, Outlook and Power Point | ◆ Windows and Internet |
| ◆ Student and graduate relations programs | ◆ Domestic recruitment and staffing needs |
| ◆ Multi-unit management | ◆ Operations management |

PROFESSIONAL EXPERIENCE

Marketing Representative, USA Unite, Los Angeles, CA, 2000 to Present

- ◆ Report directly to Director of Marketing.
- ◆ Oversee new and existing accounts including professional presentations, 90% travel and advising.
- ◆ Partner with other impact departments to increase business through innovative management collaboration.

Independent Fashion Coordinator, Weekenders USA, Quail Valley, CA, 1999 to 2000

- ◆ Created and conducted enthusiastic presentations showcasing organizational products.
- ◆ Presented company vision of seasonal fashion trends through visual performance.
- ◆ Met and exceeded quarterly and annual sales quota through self-motivation and drive to excellence.
- ◆ Handled product ordering, tracking and delivery.

TRANSITIONAL SKILLS

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| ◆ Highly Effective Team Leader | ◆ Manager/ Supervisor Training | ◆ Seminar: Conference for Women |
| ◆ Communicating with Diplomacy | ◆ Planning and Execution | ◆ Persuasion and Communication |
| ◆ Internet | ◆ Customer Satisfaction | ◆ Performance Management |

EDUCATION

BS, DeVry University - Technical Management/Human Resources - Long Beach, CA 2006

REFERENCES

Available Upon Request