

Name

none@mailbox.sc.edu

Current Address:

111A Happy Ridge Road
Cayce, SC 29033
Cell: (803) 111-1111

Permanent Address:

333 1st Street
Fort Mill, SC 29715
Home: (803) 222-2222

Education

University of South Carolina, Columbia, SC
Bachelor of Science in Retail Management, May 2007
Minor: Education

South Carolina Teaching Fellow Scholarship 2003-Present

- Participate in advanced enrichment programs and service learning
- Attend professional development conferences and workshops
- Maintain high standards of academic excellence and community involvement

Work Experience

Sales Associate and Customer Service Representative Oct. 03-Present
Main & Taylor Shoe Salon Columbia, SC

- Assist customers in selecting and purchasing footwear and handbags
- Process incoming inventory and maintain current stock
- Visual merchandising: design sales floor layout and product placement
- Refer new advertising media outlets to owner/operator

Admissions Telecounselor and Admissions Assistant Jan.-June 06
University of South Carolina Columbia, SC

- Participated in an innovative recruiting and peer assistance program for future USC students
- Served as a liaison between accepted students and USC Admissions
- Recruited potential USC students through telephone and letter campaigns
- Assisted Admissions Coordinator with office tasks such as data entry, filing, and word processing
- Updated and reconciled telecounseling records and statistics

Organizations

South Carolina Education Association Fall 06-Present
Student Member

Phi Sigma Pi National Co-ed Honor Fraternity Spring 04-Present
President
Treasurer

- Implemented organization budget and handled all financial transactions

Member

- Participate in community service events, including Epworth Children's Home and Teach for America

South Carolina Teaching Fellow Fall 03-Present
Vice President

- Assisted President in Fellows' business and maintained Blackboard account

Service Committee Co-Chair

- Determined official philanthropies for fellowship and defined future requirements for participation
- Provided opportunities for fellows to engage in service learning

Sophomore Experience Committee Co-Chair

- Coordinated and planned educational development conference