

ERIC SMITH

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OBJECTIVE: To obtain a Marketing position in the Communications industry with an emphasis in Sales

SUMMARY OF QUALIFICATIONS:

Motivated Customer Service Professional with 5 years experience; Recipient of "Employee of the Month" twice in 2008; Proven success in addressing the needs of customers; Solid academic background with diverse work experience

EDUCATION:

Rockland Community College, Suffern, NY
A.S. Business Administration
G.P.A: 3.8

August 2008

Relevant Coursework:

- Marketing
- International Business
- Business Law I & II
- Fundamentals of Entrepreneurship

WORK EXPERIENCE:

Casso-Solar Corporation Pomona, NY

1/2007-Present

Purchasing Assistant

- Receive purchase requisition, convert to purchase orders, and obtain quotes and pricing
- Successfully interact with suppliers and vendors; continually review sources based on price, quality and delivery
- Maintain current cost and selling prices in inventory control system

Technical Traffic Consultants, Congers, NY

9/2006-12/2006

Data Entry Analyst, Intern

- Prepared spreadsheets detailing cost of imported goods
- Audited clients receipt of deliveries to determine accuracy of costs and quantities received

Pottery Barn, West Nyack, NY

4/2005-9/2006

Sales Associate

- Ensured customer satisfaction through prompt, cordial service
- Facilitated all company contests, monitoring results and encouraging participation of employees

COMPUTER SKILLS:

Microsoft Word, Excel, Access, Quickbooks

HONORS/ACHIEVEMENTS:

Graduated with Honors; Dean's List: Spring 2007, Fall 2007, Spring 2008; Phi Theta Kappa; Vice President of Alpha Beta Gamma (2007-2008); Member of the Economics club (2007-2008)

VOLUNTEER EXPERIENCE:

Stone Barns Center for Food and Agriculture, Pocantico Hills, NY

Summer 2008

Assisted Live Stock Manager and Assistant Live Stock Manager educate guests about the preparation of the food for the 2008 Harvest Festival

LANGUAGE SKILLS:

Fluent in Spanish

References Available Upon Request