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Riverside, PA 12345
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Liza M. Smith
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OBJECTIVE

To obtain an entry-level marketing position with potential for growth

EDUCATION

- 1997- Present* **Duke University - Trinity College of Arts and Sciences** Durham, North Carolina
Bachelor of Arts degree in May of 2001, GPA 3.2.
Major in Psychology and Minor in Sociology.
Certificate in Markets and Management.
- Summer 1999* **Venice International University** Venice, Italy
Coursework specializing in Italian Art History and Classical Studies.

EXPERIENCE

- Summer 2000* **JAMES HAN - Public Relations/ Sales Intern** Albany, New York
• Corresponded between internal public relations department and media by preparing lookbooks of the current line, resulting in improved communications.
• Implemented tracking system for invoices, increasing speed of payment.
• Coordinated the flow of merchandise from retail stores to customers, streamlining ordering process.
- Summer 2000* **CRKO Sports - Marketing Intern** New York, New York
• Promoted marketing ventures with result of improving awareness of company among NCAA athletics.
• Created layout ideas and finalized the contract to integrate WebTV into the network.
- 1999-2000* **The John Stevens Hospital - Volunteer** Butner, North Carolina
• Assisted a staff psychologist with a motivation program to reinforce social skills.
• Utilized skills learned through on site training to lead a group of mentally ill geriatric patients.

ACTIVITIES

- 1997-Present* **Duke University Track Team** Durham, North Carolina
• Elected Captain by teammates, 2000-2001.
• Rookie of the Year, 1997-1998.
• Most Improved Swimmer, 1998-1999.
- 1997-Present* **Delta Gamma Sorority** Durham, North Carolina
• Participated in volunteer sorority functions including Club Boulevard Tutoring Program.
• Volunteer with Big Sister, Little Sister Program.
- 1993 -1997* **Riverside High School Swim Team** Riverside, Pennsylvania
• All-American and All-State Co-Captain of State Champion Swim Team.

SKILLS

- Proficient with Microsoft Excel, Microsoft Word; Power Point, Jump-In Statistical Analysis Program, HTML, and basic JAVA++.
- Knowledge of both Macintosh and Windows Operating Systems.
- Extensive experience using Internet applications including Netscape, Telnet, Lexis-Nexis, Proquest
- Ability to speak and write Polish.