

Anita A. Jobb

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Objective To obtain a sales position with a pharmaceutical marketing firm

Education **The University of Mississippi** University, MS
Bachelor of Liberal Arts May 2003
Major: Psychology, Minor: Business
Overall GPA: 3.0, Major GPA: 3.5

Relevant Courses

- Techniques of Pharmaceutical Sales
- Social Psychology
- Marketing Research
- Marketing Principles
- Buyer-Seller Communications
- Sales Management

Honors and Activities

- Dean's Honor Roll
- Rotary Club Scholarship
- Student Wellness Committee
- American Marketing Association
- Phi Gamma Nu
- Leadership Award
- Public Relations Chair
- Ole Miss Ambassador

Work Experience **University Hallmark** Oxford, MS
Sales Clerk December 2000 - Present

- Successfully perform managerial duties during manager's absence
- Train new employees and conduct company orientations
- Assist customers with selection and purchase of new products
- Create seasonal product displays
- Calculate weekly sales reports and transmit results to home office

Most States Insurance Jackson, MS
Sales Intern Summer 2002

- Proposed travel expense budget for summer assignments
- Maintained accurate record of travel expenses within budget allowance
- Compiled, edited, and recorded customer profiles
- Accompanied seasoned sales professionals and assisted them in conducting professional presentations to prospective clients

Volunteer Experience **North Mississippi Regional Center** Oxford, MS
Resident Volunteer August 2001 - February 2001

- Provided individualized assistance to 15 disabled residents
- Assisted residents in developing social skills and mobility
- Monitored and assessed each client's progress

Skills

- Microsoft Office
- Adobe Photoshop
- Moderate Fluency in Spanish
- Microsoft Outlook

Availability May 2003

References Available upon request

References for Anita A. Jobb

Mr. Gale Jones
Manager

Campus Bookshop
123 Smith Lane
Oxford, MS 38655
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Coach Evan Smith
Head Basketball Coach

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Human Resources Manager

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