**Anita A. Jobb**

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**PROFESSIONAL PROFILE**

* Experienced with using InDesign and Adobe Photoshop to create advertising and informational deliverables
* Used SPSS to analyze and interpret market research data
* Created travel expense budgets and maintained accurate records for travel expenses

**EDUCATION**

**The University of Mississippi**Expected Graduation: December 2018

Bachelor of Business Administration, GPA: 3.67

*Major: Marketing*

*Minor: Psychology*

**Mississippi Delta Community College** May 2016

*Associate of Arts*, GPA 3.4

**RELEVANT EXPERIENCE**

**Marketing Project Team Member** September - December 2018

*MKTG 525: Market Research*, *University of Mississippi*, University, MS

* Distributed a research survey to 300 students at the University of Mississippi with a group of five other Market Research students
* Used SPSS to analyze and interpret the collected survey data
* Completed a research paper and conducted a presentation for our professor and classmates on our findings

**Sales Intern** June – August 2017

*Regional Pharmaceutical Supply*, Jackson, MS

* Recognized as top intern in sales district by Regional Manager
* Accompanied seasoned sales professionals and assisted them in conducting professional presentations to prospective clients
* Compiled, edited, and recorded customer profiles
* Proposed travel expense budget for summer assignments and maintained accurate record of travel expenses within budget allowance

**WORK EXPERIENCE**

**Sales Associate** August 2012-February 2013

*Game Stop*, Oxford, MS

* Provided friendly and professional customer service to each individual customer
* Created advertising and sign displays
* Organized and coordinated special events for new releases

**LEADERSHIP EXPERIENCE**

**Social Chair** January – December 2018

*Delta Psi*, *University of Mississippi*, University, MS

* Conducted social and recreational events with other student organizations
* Arranged volunteer activities for 15 members at a local homeless shelter
* Organized monthly meetings for 155 chapter members

**SKILLS**

* Microsoft Office
* Prezi Presentations
* InDesign
* Adobe Photoshop
* SPSS