

Anita A. Jobb

Jackson, MS • 601-555-5555 • anita@gmail.com • www.linkedin.com/anita.a.jobb

- Education** **The University of Mississippi** University, MS
Bachelor of Arts May 2017
Major: Psychology, Minor: Business
Overall GPA: 3.0, Major GPA: 3.5
Study Abroad: Stellenbosch University Stellenbosch, South Africa - Spring 2016
- Relevant Courses**
- Techniques of Pharmaceutical Sales
 - Social Psychology
 - International Market Research
 - International 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
- Relevant Experience**
- Sales Intern** Jackson, MS
Regional Pharmaceutical Supply, Summer 2016
- 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**
- Customer Service Associate** Oxford, MS
University Hallmark, December 2012 - 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
- Volunteer Experience**
- Resident Volunteer** Oxford, MS
North Mississippi Regional Center, August 2012 - February 2013
- Provided individualized assistance to 15 residents with disabilities
 - Assisted residents in developing social skills and mobility
 - Monitored and assessed each client's progress
- Skills**
- Social Media Marketing
 - Moderate Fluency in Spanish
 - Adobe Photoshop
 - Proficient in all Microsoft Programs

Anita A. Jobb

Jackson, MS • 601-555-5555 • anita@gmail.com • www.linkedin.com/anita.a.jobb

References:

Mr. Gale Jones
Manager

University Hallmark
123 Smith Lane
Oxford, MS 38655
(662) 234-1234
gjones@uh.com

Ms. Jane Starr
Sales Manager

Regional Pharmaceutical Supply
231 Capitol Road
Jackson, MS 39245
(662)542-9875
jstarr@pharmacy.com

Dr. Phillip Johnson
Professor of Psychology

The University of Mississippi
Department of Psychology – 600 Peabody Hall
University, MS 38677-1848
(662) 915-1111
philjohn@olemiss.edu