

Jennifer K. Thomas

5715 Hwy 60
Birchwood, TN 37308
(423) 321-2213
Jennifer-Thomas@utc.edu

Career Objective

I would like to use my creativity to design marketing strategies and prepare informative and persuasive group presentations.

Education

University of Tennessee at Chattanooga. Anticipated graduation: May 2006
GPA 3.758

Chattanooga State Technical Community College, Chattanooga, TN. 2000-2002
GPA 4.0 (Earned 46 hours dual enrollment credit while in high school)

Summary of Qualifications

- High energy and dependability. Have held full and part time jobs since my junior year in high school while maintaining an excellent GPA.
- Computer experience. Microsoft Word, Excel, Access, PowerPoint, and Quick Books.
- Extensive Office and Sales Experience. Very comfortable in the professional world.

Work Experience

Financial Assistant, Hamilton County Sheriff's Department, Chattanooga, TN. 2004-present

- Prepare check requisitions for the Methamphetamine Drug Task Force.
- Keep up with files and reconcile checks.
- Organize meetings, presentations, and training for various groups across Tennessee.

Sales Associate, internship through University Directories, Chapel Hill North Carolina. Summer 2004

- Make sales calls to potential clients for advertising in UTC's campus directory
- Collect money due for accounts sold
- Correlate with client and home office until directory is published to ensure customer satisfaction
- Finished in the top ten of all 300 regional associates.

Production Specialist, Rivercity Foundation, Hixson, TN. 2003-2004

- Contact local sponsors for donations and advertising possibilities
- Design website and pamphlets to inform the public
- Create character education stories for children

Head Lifeguard, Harrison Bay State Park, Harrison, TN. Summers 2000-2003

- Maintained operation of facilities, tested chemical balance of the pool
- Directly supervised all guards
- Handled payroll

Activities

- American Marketing Association, held the office of Vice President of Membership
- Mortar Board
- Beta Gamma Sigma
- Financial Management Association
- Sigma Kappa Sorority, held the offices of Vice President of Alumna Relations and House Manager
- Intramurals

Honors

- Outstanding Senior Award 2005 & 2006
- Wall Street Journal Award 2006
- Golden Key International Honor Society
- Who's Who Among American College Students
- Four-year Trustees Scholarship
- Four-year Provost Scholarship
- Two-year Amsouth Bank Scholarship
- Dean's List

References for
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(423) 209-7000

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Amanda Selah
Regional Manager, University Directories
88 Vilcom Circle
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800-743-5556

Melynda Daniels
Local Sales Manager, University Directories
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Don Campbell
Park Manager, Harrison Bay State Park
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(423) 344-5558