

# AMY PREVOST

## OBJECTIVE

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Seeking entry-level opportunity in Public Relations, Marketing, Fundraising, or Advertising.

## QUALIFICATION SUMMARY

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- Excellent communication skills.
- Ability to motivate others to understand and accomplish goals.
- Computer Knowledge of Microsoft Word, MS Excel, and MS Power Point.
- Strong organizational and time-management skills.
- Knowledge of special events organization, recruiting and marketing coordination.

## EDUCATION

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B.S., Business Administration: **Marketing**

B.S. Business Administration: **Entrepreneurship**

The University of Tennessee at Chattanooga

Expected Graduation May 2006, Current GPA of 3.2

Deans List, 2002-2004

## ACTIVITIES AND HONORS

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- Student Trustee, University of Tennessee Board of Trustees, 2005-2006
- President/Vice President, Student Government Association, 2004-2006
- President, American Marketing Association, 2003-2005
- University of Tennessee Board of Governors, 2005-2006
- Chancellor's Roundtable, 2005-2006
- UTC Leadership Merit Award, 2005
- Chi Omega, 2002-2006

## WORK EXPERIENCE

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**Public Relations Assistant** UTC University Relations  
01/05- Current Chattanooga, TN

- Coordinate media and special events, schedule meetings, research information for web stories.

**Administrative Support Assistant** UTC Development Office  
05/05-08/05 Chattanooga, TN

- Communicated daily with donors, coordinated meetings, planned donor reception.

**Marketing and Advertising Intern** Daniel Douglas Norcross  
08/04- 01/05 Chattanooga, TN

- Owner's assistant, marketing research, light bookkeeping, meeting planner, receptionist