

James S. Wheeler

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Objective

To obtain an entry level management position and develop my skills into a career.

Education

University of Tennessee at Chattanooga
Candidate for B.S. in Business Management
Expected Graduation Date: May 2007
G.P.A. 3.7 / 4.0

Work Experience

Assistant Resident Director, UTC Residence Life (August 2005 to present)

- Managed an on campus apartment complex.
- Co-supervised 10 resident assistants.
- Directly responsible for implementation of staff programming.

Resident Assistant, UTC Residence Life (March 2004 to August 2005)

- Served as a liaison between students and the University.
- Coordinated programs sponsored by UTC Housing.
- Developed my interpersonal skill and relationships.

Intern, City of Chattanooga Personnel Department. (August 2002 to May 2003)

- Completed weekly assigned projects that dealt with employee evaluations, promotions, applicant analysis, and data entry.
- Worked the front desk greeting visitors and performed general office duties.

Skills and Abilities

- Excellent communication skills.
- Proficient in Microsoft Office programs Word, Excel, and PowerPoint.
- Strong work ethic.

Activities / Honors

- President of the UTC Students in Free Enterprise (SIFE) team.
- Mortar Board Honor Society member.
- Wright-Bentley Business Scholar.