

BENJAMIN FLAGLER

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EDUCATION

Flagler College, St. Augustine, FL May 20xx
Bachelor of Arts: Business Administration
Accounting and Marketing Minors

KEY PROJECTS

Strategic Management 20xx
Researched, analyzed, prepared and presented business strategic plan for Whole Foods Corporation

International Marketing 20xx
Developed comprehensive marketing plan for Panera Bread Company to increase profits by 5% yearly

PROFESSIONAL EXPERIENCE

White Accounting Firm, St. Augustine, FL 20xx-Present
Tour Management, Coordination and Accounting Intern

- Research future clients through daily marketing resource work, increasing clientele by 10% over a 4 month period
- Explain packages benefits new and existing clients, emphasizing the need for the company's product/service
- Provide accounting, coordination and production services for 5 venues

Edward, Ballard, Bishop, Law Firm, Greenville, SC 20xx-20xx
Sales and Marketing/Customer Service Intern

- Responded and resolved to customer inquiries and concerns on products and services and provide consultative services to retain existing customers
- Assessed and accurately update up to 250 customer records utilizing different computer applications, systems and resources
- Executed various ad-hoc reports for both internal and external clients
- Traveled to deliver time sensitive packages to clients within assigned territory
- Completed all client service requests within targeted timelines
- Analyzed and reviewed lines of business to develop recommendations and assist in achieving and maintaining a profitable book of business
- Prepared correspondence, coordinated appointments, and arranged schedules for meetings on behalf of 10 person staff and management

ACTIVITIES

Society for Advancement in Management, Flagler College 20xx-Present
Flagler College Volunteers, Member 20xx
Intramurals (softball, flag-football) 20xx-20xx

OTHER EMPLOYMENT

Publix, Cashier 20xx-Present
Barnacle Bill's, Server 20xx-20xx

