

Sally Jones

1819 479th St S Apt 1754 Fargo, ND 58103
701-895-3791 | sjones@coldmail.com

Education

Bachelor of Arts in **Communication Studies**

Minor in **Community Health**

Minnesota State University Moorhead (MSUM) Moorhead, MN

May 20XX

- GPA 3.34; Deans List 3 semesters

Sales & Marketing Experience

International Reservation Sales Specialist, *Airports International, Chicago, IL*

April 20XX-Present

- Developed excellent communication skills by booking routine to complex corporate domestic and international air, hotel, and car reservations by phone or email
- Established strong customer relationships through providing client support in regard to navigating company website and changing/cancelling client reservations
- Gained problem solving skills by communicating with airlines to assist clients with reservations

Marketing & Promotions Intern, *Rick's Corner Grill, Fargo, ND*

November 20XX-May 20XX

- Distributed event information to local businesses to promote events
- Photographed events to update company website and create company newsletter
- Updated daily event information on company website using BrightEyes software

Account Management Intern, *Altru, Grand Forks, ND*

July 20XX-September 20XX

- Gained communication skills observing sales executives and account managers in sales presentations and client visits with employees and brokers
- Developed knowledge of insurance industry by completing projects in the large group tracking system and broker certification process
- Obtained knowledge of internal and external communications through observing marketing and public relations departments
- Observed corporate departmental responsibilities including pharmacy, corporate communications, and human resources

Related Experience

Customer Care Associate, *Jade Systems, Atlanta, GA*

February 19XX-May 20XX

- Demonstrated strong organization skills by assisting health care providers in updating and verifying insurance information
- Communicated with patients and pharmacists by phone/email answering insurance questions

EXPERIENCE
CAN BE PAID
OR VOLUNTEER

Volunteer Experience

Dogs are Special, *Moorhead, MN; Chicago, IL, Atlanta, GA*

September 20XX-Present

- Demonstrated responsibility and resourcefulness by walking dogs
- Gained excellent problem solving and event planning skills by arranging dinner for 50 donors
- Raised \$5000+ in 2001 for Moorhead Area Humane Society

Computer Skills

- GDS travel agency software including; BobsUncle and FraydieKat
- Word, Excel, Adobe, PowerPoint, and Photoshop

INCLUDE KEY
LAB SKILLS