

Jamie A. Thomas

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PROFILE

Event Planning/Public Relations/Media Relations/Communications

Highly creative graduate offering over five years experience in communications and business endeavors. Personable, enthusiastic, motivating. Able to adapt to and interact with a variety of populations. Effective combination of leadership, interpersonal and problem solving skills.

Strengths include:

- Track record of efficient and colorful organization
- Able to prioritize and multi-task; team player, training and supervisory experience
- Always seeking to expand skills and take on new challenges
- Enjoy speaking before small or large groups; articulate, humorous
- Available for travel, overtime or special projects

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI

Bachelor of Arts Degree in Communications, May 20xx

Minor: **Business Administration** GPA 3.0/4.0; Major GPA 3.3/4.0

COURSEWORK

Business: Intro. To Marketing, Organization Behavior, Financial & Managerial Accounting, Computer Literacy in Business, Micro & Macroeconomics, Business Stats, Financial Mgt.

Communications: Media Writing, Advertising Principles, Public Relations Principles
Media Law, Ethical Problems of Mass Communications, Writing for the Marketplace

EVENT PLANNING EXPERIENCE

CONSUMER EVENTS RESPONSE CONSULTANTS, Milwaukee, WI

Trade Show Intern, Summer, 20xx, Part-time 20xx-20xx

- Organizing company sponsored marketing and sales conferences
- Coordinated product presentations and supplier/ retailer business sessions
- Maintained event schedules

SPECIAL EVENTS COORDINATION, Self-employed, Milwaukee, WI

Theme Party Designer, 19xx-20xx

Orchestrated parties and celebrations as:

- Children's birthdays and other family events
- Sorority Recruitment Theme Parties
- Business post-event parties

BUSINESS EXPERIENCE

THE BEAN, Milwaukee, WI

Assistant Supervisor, Senior Management Team, 20xx-20xx

- Managed daily store operations for coffee house
Participated in Organizational Improvement Team which enhanced company communication
- Initiated concept for new express coffee bar, The Beanny Bar
- Developed promotion and marketing strategy for coffee bar

BECK PLASTICS CORPORATION, Milwaukee, WI

Executive Assistant 19xx-20xx

- Supervised materials management and facilitated customer and supplier meetings

COMPONENTS INCORPORATED, Milwaukee, WI

International Supplier Service Assistant, 20xx

OTHER EXPERIENCE

CHILD CARE, Milwaukee, WI:

Nanny, 19xx-20xx; **Babysitter**, 19xx-19xx

- Extensive travel with families throughout U.S.

ACTIVITIES

Sorority, Activities Director 20xx-20xx; Boys and Girls Club, Volunteer 19xx-20xx;
Make a Wish Foundation, Chi Omega Liaison 20xx