

COMBINATION RESUME

JANE BROWN

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PROFESSIONAL OBJECTIVE

To obtain a challenging position which utilizes my experience and skills with opportunity for growth and advancement.

SUMMARY OF QUALIFICATIONS

Bilingual – English/Spanish; WordPerfect 12; Microsoft Word 2003 for Windows; Proven managerial skills; Superb customer service skills; Excellent oral and written communication abilities; Solid research foundation.

EDUCATION

LaGuardia Community College Long Island City, NY

Major: Liberal Arts

Received Associate in Arts degree, December 1998

EXPERIENCE

12/03-7/04 WCBS-TV New York, NY

Community Affairs/Station Services

Intern

Assisted with the reviewing and filling of news scripts. Responded to viewer calls regarding broadcast information. Logged information onto database and performed research duties. Dubbed videotapes and assisted news correspondence with video tape shootings. Assisted with projects, mass mailings and was involved in the overall production of news broadcasts.

10/03-7/04 Tasty Restaurant New York, NY

Manager

Managed daily activities of restaurant and bar. Trained new employees and assigned work schedules. Tallied register at the end of the day and maintained the books. Monitored inventory and ordered supplies. Scheduled entertainment.

4/00-10/03 Atelier Boutique New York, NY

Sales Associate

Assisted store manager with daily duties. Trained new employees. Helped customers with merchandise selections. Created displays and monitored inventory.

1/00-4/00 Valdepena Madrid, Spain

Marketing Assistant

Marketed and promoted merchandise. Coordinated client previews of sample merchandise. Responded to customer telephone inquiries and maintained supplies.

References Available Upon Request