

**DONNA BEE**  
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**Home Address:**  
123 Kalamazoo Lane  
Durham, NC 26601

**School Address:**  
111 Motivated Drive  
Chapel Hill, NC 27516

**OBJECTIVE** An entry-level marketing position

**EDUCATION** **University of North Carolina at Chapel Hill**  
B.S., Business Administration, May 2008  
GPA: 3.0

**Durham Technical Community College, Durham, NC**  
A.S., Business Administration, May 2006

- GPA: 3.86
- Outstanding Academic Achievement Award
- Dean's List (Four semesters)

**RELEVANT EXPERIENCE** **THE PRINCETON REVIEW, Chapel Hill, NC** *November 2006 – Present*  
**Marketing Representative**

- Promote the organization on UNC campus: conduct tabling promotions, contact prospective student customers
- Solve staff and client issues during weekly preparatory exams
- Conduct marketing research of local high schools as potential customers
- Led a marketing event for pre-med students

**KOROBARI, INC., Chapel Hill, NC** *October 2004 – Present*  
**Freelance Assistant**

- Assist the President, the public relations staff, and controller upon request
- Perform tasks in marketing and advertising, accounting, and office management
- Schedule interviews, arrange travel, manage supplies
- Implement organizational improvements to data sorting and retrieval
- Manage invoices, purchase orders, and vendor files (junior traffic controller duties)

**AFLAC, Durham, NC** *October 2006 – January 2007*  
**Administrative Aide**

- Assisted the regional sales representative; arranged sales pitch and interview packets
- Increased document storage capacity and retrieval efficiency

**CTP NAUTIKA Diving Travel Agency, Warsaw, Poland** *May 2005 – January 2007*  
**Translator**

- Translated legal, educational, and instructional documents from English to Polish
- Summer Intern - 2005**
- Assisted in organizing trade shows, managed the reception, translated Polish-English

**LEADERSHIP/ ACTIVITIES**

**UNC CH**  
**Vice President of Events, Economics Club**  
**DURHAM TECHNICAL COMMUNITY COLLEGE**  
**Public Relations and Promotion Officer, Gamma Beta Phi Honors Society**  
**LEADer, Leaders Emerging and Developing program member**  
**Mentor, Trained and advised new students how to excel at college**

**SKILLS**

**Computer**  
Proficient: Microsoft Word, Excel, PowerPoint, Google, touch-typing  
Intermediate: ACT!, Creative Manager, QuickBooks, UPS WorldShip, WS\_FTP, Yonkers

**Languages**  
Polish-Native; English-Fluent; Spanish-intermediate