

Stephanie Stephens

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SKILLS SUMMARY

Excellent problem-solving skills with attention to bottom-line. Able to read, analyze and interpret market information in order to make informed decisions. Strong project management skills and the ability to gain cooperation between groups and individuals. Friendly and interested in others. Able to perform well in emergency situations and under tight deadlines. Able to direct, write and layout newspapers, journals and promotional materials and web-sites. Use both PC and Macintosh computers fluently.

QUALIFICATIONS

Business:

Helped many small businesses make decisions about their marketing plans and produce sales promotional materials. Helped increase net worth of startup business from \$30,000 to \$150,000 in three years. Directed and produced web projects ranging from very small sole proprietor projects to large committee driven project.

Technical:

Able to quickly learn and use new programs. Able to use most graphic industry standard software packages including: QuarkXpress; Adobe: PageMaker, Illustrator, Acrobat, Photoshop, ImageMaker; InDesign, Macromedia: Dreamweaver, Microsoft: Excel, Word, PowerPoint, Outlook, Outlook Express, Windows '98, '00, NT; FileMaker Pro; Mac OS 9.0, 10.2, OSX. Familiar with MS Project, Unix, Telnet, HTML, Java and FTP.

Organizational:

Organized and cataloged several years worth of digital property in small database system. Kept detailed customer files. Categorized and tracked promotional literature and its usefulness. Able to handle a variety of tasks and responsibilities simultaneously. Use organizational tools to manage deadlines and multiple projects.

PROFESSIONAL EXPERIENCE

FedEx Express -Memphis, TN <i>Technical Writer</i>	Sept. 2002 – Present
Independent Consultant -Memphis, TN <i>Marketing Specialist</i>	Sept. 2000 – Oct. 2002
Medtronic Sofamor Danek -Memphis, TN <i>Graphic Artist</i>	Aug. 1998 – Aug. 2000
Kinkos of Memphis -Memphis, TN <i>Computer Services Co-worker</i>	Aug 1997 – July 1998
Towne Square Newspaper -Tupelo, MS <i>Publisher</i>	Nov. 1996 – Aug. 1997
Galaxy Media -Tupelo MS <i>Copywriter and Office Manager</i>	June 1995 – Nov. 1996

EDUCATION

Christian Brothers University	Master Of Business Administration – August 2004 Emphasis: Business + 12 hours undergraduate business courses (prerequisites)
University of Mississippi	Bachelor Of Arts, May 1995 Major: Journalism, emphasis Magazines, Minor: English + 30 additional graduate hours in journalism

JASON A. ANDERSON

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- OBJECTIVE** To gain an internship or entry-level position related to the field of Electrical/Computer Engineering.
- EDUCATION** **Christian Brothers University** Memphis, Tennessee
Bachelor of Science in **Electrical/Computer Engineering**;
Graduation Date: May 2004, G.P.A. – 2.96/4.0.
- University of Memphis** Memphis, Tennessee
Completed three hours of engineering coursework, July 2003.
- SENIOR PROJECT** Design and implementation of an alternative pool lighting system using LED's powered by solar energy.
- RELATED COURSES** Linear Controls Engineering Statistics
Digital Design Computer Networks
Database Design Engineering Economy
- COMPUTER SKILLS** Microsoft Word Microsoft Excel
Circuit Analysis Netscape
P-Spice Eudora
Alterra Max-plus Microsoft PowerPoint
- WORK EXPERIENCE** **Bartlett Prescription Shop** Bartlett, Tennessee
Pharmacy Clerk August 1997 – Present
Compound medicines and fill prescriptions under supervision of pharmacist.
Assist customers and handle financial transactions.
- Circuit City Stores, Inc.** Memphis, Tennessee
Sales Specialist * November 2002 – January 2004
Assisted customers with product selection and purchases. Handled financial transactions.
- 8877 *Seasonal Position*
- REFERENCES** Furnished upon request.