

D. Lee Jackson

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Objective: Position in sales and marketing.

Skills Can work well with a variety of personalities. Able to talk with anyone. Motivated by new and challenging situations. Strong leadership skills. Creative and resourceful. Detail-oriented, persistent, and punctual.

Education East Carolina University, Greenville, NC, May 1998. Bachelor of Arts in English, writing concentration; minor in Business Administration; certificate in Business, Technical, and Scientific Communication.

Business Experience

Greenville Country Club, Greenville, NC, Waitstaff, 1/96 to present. Compile daily sales reports, ranging from \$700 to \$25,000. Train new employees. Tend bar, enforce NC State ABC Laws, and control inventory. Position involves persuasive selling. Other tasks as assigned.

Raleigh Trees Country Club, Rockingham, NC.
Head Lifeguard (Summer 1995); Lifeguard (Summer 1994)
As head lifeguard, planned work schedules for 5 co-workers and purchased equipment and supplies. Both summers, taught swimming, maintained state regulations, and prevented and responded to emergencies by ensuring the safety of facility patrons. Other tasks as assigned.

Minerva's Gift Shop, Rockingham, NC. Delivery staff (Summer 1994).

Bens Department Store, Rockingham, NC. Shipping and Receiving clerk (Fall 1993-Spring 1994).

North Carolina Motor Motorway, Rockingham, NC, catering services (Fall 1993-Summer 1994).

Computer Skills

Microsoft Word, PowerPoint, and Excel
Internet (e-mail, research, browsers, and transferring documents).

Organizations

NC Adopt a Highway (1990-93); East Carolina University Student Government (1993-94); Delta Epsilon Zeta Marketing Fraternity (1994-96); Delta Epsilon Eta Most Valuable Brother Award (1990).