

# CINDY CRAWFORD

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## KEY TERMS

Marketing, finance, PowerPoint, negotiation, scheduling, payroll, staff training, integrated marketing communications, accounts payable, accounts receivable, entrepreneurship, Microsoft applications, Lotus, Internet, written and oral communication skills.

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## EMPLOYMENT

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| MARKETING INTERN   | JANUARY 1997–AUGUST 1997 |
| <i>Mega Insurance</i>  | <i>Charlotte, NC</i>     |
| Developed marketing plans for clients; designed and delivered PowerPoint presentations; consulted with graphic designers; negotiated fees and schedules for media placement. |                          |

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|--------------------------|------------------|
| OFFICE MANAGER           | MAY 1995–PRESENT |
| <i>Crawford Hardware</i> | <i>Irmo, SC</i>  |

Handled scheduling, payroll, staff training, and customer service duties in local hardware store. Assisted with accounts payable and receivable. Negotiated and handled contracts with tool and merchandise suppliers.

## EDUCATION

|   |                          |
|---|--------------------------|
| B.S. IN BUSINESS, MARKETING CONCENTRATION | DEGREE EXPECTED MAY 1998 |
| <i>Winthrop University</i>                | <i>Rock Hill, SC</i>     |

Dean's List, 1996–present; Thomas S. Lewis Marketing Scholarship; 3.665 GPA in major. Course work in advanced finance, marketing, and integrated marketing communications.

## SKILLS

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| C | Fluent in major office computing software including MS Word, WordPerfect, Excel, Access, Lotus 1-2-3, Netscape, and MS Mail. |
| C | Competent in conversational Spanish.   |

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## ADDITIONAL INFORMATION

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| WINTHROP WOMEN'S GOLF TEAM  | 1995-1997 |
| <i>Captain, Spring 1997</i> |           |

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| YOUTH GROUP MENTOR                       | 1993–1997       |
| <i>Irmo Reformed Presbyterian Church</i> | <i>Irmo, SC</i> |

## REFERENCES

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AVAILABLE ON REQUEST