

Boykin Wright

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Augusta, GA 30904

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OBJECTIVE

To obtain a part-time sales position that utilizes my education and strong communication skills.

EDUCATION

Augusta State University Augusta, GA
Bachelor of Business Administration in Marketing May 2008

- Major GPA: 3.72, Overall GPA: 3.50

Gainesville College Watkinsville, GA
Liberal Arts Coursework 2005-2006

INTERNSHIP EXPERIENCE

Pylon Product Corporation Novell, GA
Event Marketing Team Intern May 2007-August 2007

- Designed and produced promotional flyers for conference of 800 attendees
- Edited and distributed conference preparation kits by mail
- Coordinated logistics for presentations, such as room reservations and supplies
- Communicated by phone with 30 designated corporate attendees to ensure proper reservations

WORK EXPERIENCE

Subway Watkinsville, GA; Augusta, GA
Senior Sandwich Artist May 2006-May 2007

- Trained 4 staff members on food safety requirements and Total Quality Management standards
- Tracked supply of ingredients for budgeting and re-ordering

Sandwich Artist May 2005-December 2005

- Accounted for daily cash register holdings by balancing till and depositing excess
- Served high quality food with excellent customer service

AWARDS & ACTIVITIES

- **American Marketing Association**, *Student Member*
- **Dean's List**, *3 semesters*
- **HOPE Scholarship**, Recipient

SKILLS

- **Computer Skills:** Microsoft Word, Excel, PowerPoint, Outlook, Access, and Netscape Composer for web design
- **Language Skills:** Conversational Spanish