

Thomas M. Thomas
Address
Phone Number
Email

OBJECTIVE: To obtain a Marketing Assistant position in a consumer products organization utilizing my demonstrated strengths in analytical problem solving and organizational skills.

EDUCATION: **Northwest Mississippi Community College** Senatobia, MS
Associate of Arts in Business Administration
GPA 3.45, May 2002

EXPERIENCE: **ACME Corporation** Senatobia, MS Summer, 2001
Marketing Assistant Internship

- Responsible for the collection and dissemination of product sales volume data to the marketing product group manager
- Assisted in the creation of PowerPoint presentation charts and graphs for weekly sales meetings
- Represented organization at regional trade show in Boston, MA

Borders Books & Music Memphis, TN May 2000-May 2001
Sales Associate

- Developed a strong understanding for overall operations of the multi-million dollar retail bookstore
- Assisted customers with book selections and cross-sold promotional items
- Trained new Sales Associates on a regular basis

Northwest Mississippi Community College Senatobia, MS August 1999-May 2000
Work Study Student Assistant, Office of Career Center

- Conceptualized, deigned, and created a bi-monthly office newsletter
- Developed and designed the office bulletin board every month
- Performed general office duties including typing, filing, and answering the phone

HONORS/ AWARDS: Student Leadership Award, 1999-Present
Saint Joseph's Scholarship, 1999-Present
Who's Who Among American College Students, 2001

CAMPUS ACTIVITIES: Student Government Association, 1999-Present
Treasurer, 2000-Present
Junior Senator, 1999-2000
Orientation Advisor, 1999-2000
Resident Advisor, 2000-2002
Soccer team, 2000-2002

COMPUTER SKILLS: Proficient in Microsoft Access, Excel, Office, and PowerPoint 97

COMMUNITY SERVICE: Day of Caring, Volunteer, 1999-2002
American Red Cross, Volunteer, 1999-2002
YMCA, Youths Experiencing Success Program, Mentor, 2001

Professional References Available Upon Request

Name
Address
City, State, Zip
Phone Number
E-mail Address

Objective:

To obtain an Accounting Internship with a consumer products company where I can utilize my relevant education and strong work ethic in a challenging position.

Education:

Northwest Mississippi Community College, Senatobia, MS
Associate of Arts in Business, May 2002
Major Concentration: Accounting

Experience:

Tax Accountant Intern; Johnson, Payne, and Company; Senatobia, MS
September 2001 to Present

- Calculate 1040 tax forms for clients
- Enter tax form data into accounting database
- Proof and assess tax returns for correct information
- Participate in client meetings

Accounting Assistant; General Hospital; Senatobia, MS
Summer 2001

- Entered invoices into in-house accounting software program
- Reconciled accounts payable accounts with purchase orders
- Interacted on a daily basis with hospital vendors
- Produced vendor accounts payable reports for Staff Accountant

Waitress; Jack-A-Row Restaurant; Small Town, MS
June 2000-April 2001

- Provided efficient and effective customer service
- Opened and closed the restaurant
- Stocked and reconciled inventory

Honors and Activities:

Student Government Association Treasurer, 2000-2002
Deans List-4 semesters
MacDonald, Page, and Co. Scholarship

Skills:

Proficient in Microsoft Access, Excel, and Word
Knowledge of Lotus 1-2-3 and Appletree Accounting software

Name

Campus Address:
Address
City, State, Zip
Phone
E-mail Address

Home Address:
Address
City, State, Zip
Phone

OBJECTIVE: To enter into a Management Training program with an industry leading organization where I can make an immediate contribution.

EDUCATION:

Northwest Mississippi Community College, Senatobia, MS
Associate of Arts Business Administration, May 2002

Relevant Courses		
Accounting I & II	Macroeconomics	Microeconomics
Business Communications	Business Statistics	Legal Environment of Business

HONORS:

Dean's List-4 semesters
USF&G Corporate Endowed Scholarship

WORK EXPERIENCE:

Northwest Mississippi Community College; Senatobia, MS
Work Study, Student Housing, August 2001-Present

- Responsible for the general welfare of 75 resident students
- Provide health and wellness programming for the residents
- Negotiate disputes, maintain discipline, and participate in judicial hearings

Northwest Mississippi Community College; Senatobia, MS
Student Recruiter, Admissions Office, May 2000-May 2001

- Organized social and academic activities for new students
- Lead new students in outdoor adventure tracks and service projects
- Advised and assisted students in their adjustment to college life

Key Bank; Small Town, MS
Mail Clerk, Summer 1999, 2000, 2001

- Sorted incoming mail and delivered to appropriate departments
- Weighed, stamped, and delivered outgoing mail to post office
- Prepared packages for next day package carriers

COMMUNITY SERVICE:

High Point Nursing Home Volunteer, 2001
Habitat for Humanity Volunteer, 2001