

# ZACHARY J. CARPENTER

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## OBJECTIVE

- To obtain a position in the marketing field with interests in communication, public relations, and sales

## PERSONAL STRENGTHS

- Strong interpersonal communication abilities
- Adept at learning concepts quickly and applying the knowledge
- Able to follow written directions well
- Critical Thinking
- Adept at analyzing and interpreting data
- Proficient in the use of Microsoft Office software applications (Word, Excel, PowerPoint, FrontPage)

## EDUCATION

- Bachelor's of Business Administration, major in **Marketing**, May 2006
- **Radford University** Radford, VA
- Overall GPA- 3.45 (Dean's List)

## WORK EXPERIENCE

**Bearing Point**, McLean, VA Summer of 2005  
Administrative Assistant

- Updating, coordinated and organized online delivery system for incoming packages
- Oversight of transfer of auditing system from auditing team to the Revenue Recognition team back into audit filing system library
- Assembled auditing binders for filing system

**Connell's Valet Dry Cleaners**, Vienna, VA April 2001-present  
Counter Clerk

- Served as the initial point of contact for all customers entering the busy dry cleaners.
- Placed customer orders, retrieved customers pick up orders
- Worked the cash register

Technician

- Tagged the clothes with identifying tags
- Covered orders with protective coverings
- Cleaned clothes with dry cleaning machine

## UNIVERSITY INVOLVEMENT

- Student member, **Radford Rowdies** (athletic spirit club)
- Member, **National Society of Collegiate Scholars**, (NSO)

**References**

- Available upon request