

# Scarlett Knorr

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## Objective

To contribute teamwork, research, analytical, and project skills, coupled with solid educational background in management, as well as unique drive for excellence and success, to your organization

## Professional Profile

- ♦ Energetic, competitive achiever who can inspire and motivate team members, deploy analytical skills, successfully manage multiple priorities, perform under pressure, and meet deadlines in a fast-paced environment.
- ♦ Excellent team player who thrives in advanced teamwork situations and in collaboration with diversely talented team members.
- ♦ Fast and willing learner who excels at grasping new ideas and quickly applying them to learning all aspects of an organization's operation.
- ♦ Computer-proficient performer with extensive experience conducting Internet research and using MS Office, including Word, Excel, and PowerPoint.

## Education

- ♦ *Bachelor of Business Administration in Management*, Berry College, Mt. Berry, GA, Dec. 2008; Major GPA: 3.45

## Professional Experience

### **Group Manager**, *Coastal Georgia Community College*, Brunswick, GA, Fall 2007

- ♦ Led project and collaborated with teammates in designing much-needed 150-participant mentoring program, including instructional manual and PowerPoint presentation, for community college.
- ♦ Delegated project components among team members.
- ♦ Served as point of contact with project supervisor, who highly praised project results.
- ♦ Organized meetings and played key role in developing final products, which included effective step-by-step PowerPoint presentation to describe mentors' role, handouts to serve as reminders of mentor responsibilities, as well as mentor and mentee evaluation forms.

### **Intern**, *CitiBld Development Co.*, Cartersville, GA, Summer 2006

- ♦ Provided valuable information used in profitable CitiBld decision-making regarding purchasing property for condominium development by conducting fieldwork to gather research.
- ♦ Analyzed and organized data into spreadsheet displaying high-end property.
- ♦ Set and maintained strict time-management goals to complete project within a month, thus providing company with competitive edge.
- ♦ Exceeded expectations through high level of productivity and by researching real-estate development field.
- ♦ Developed company employee manual.

### **Archival Assistant**, *National Archives*, Atlanta, GA, Summer 2004 and Summer 2005

- ♦ Oversaw time-sensitive project that categorically organized medical files from the last 30 years and then transferred hard-copy data into easily accessible computer files.
- ♦ Enabled company to realize \$800,000 sale of archives by frequently working 16-hour days to meet tight project deadline.

### **Sales Representative**, *Abercrombie and Fitch*, Cartersville, GA, Summer 2003 to Winter 2004

- ♦ Interacted with customers using personable approach to ensure a comfortable shopping atmosphere.
- ♦ Maintained balanced cash register.

## Activity

- ♦ Member, Alpha Kappa Delta sorority

