

268 Burgess Ave.
Nashville, TN 37209
July 30, 2003

Dear Hiring Executive,

As a 2002 graduate of Lipscomb University with a Bachelor of Science Degree in Marketing and Management I am self-motivated and eager to get started with my future. I have extensive knowledge of business practices, finance and customer service from both college and work experience. My dedication was demonstrated by working two jobs throughout my college career while a full time student at Lipscomb University. My marketing and customer service background provides me with the tools needed in today's aggressive marketplace.

I will bring a great deal of enthusiasm as well as knowledge and skills to your team. I would love the opportunity to discuss my qualifications further and look forward to meeting you.

Sincerely,

Loni L. Walters

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Enclosure: Resume

Ms. Loni Lee Walters

268 Burgess Avenue
Nashville, TN 37209
615-352-5562 (Home) 615-415-4485 (Mobile)
Email: lonileewalters02@msn.com

Objective

Strong desire to apply the knowledge, skills, and experience gained from both my university degree and practical experience in such a manner that would enhance the ongoing success of a company within the areas of marketing, sales, human resource, research and development, finance, events planning, public relations, and management.

Education

Lipscomb University
Nashville, TN 37204
Bachelor of Science - *Marketing & Management* - December 2002

Professional Profile

- Success oriented with high energy and a positive mental attitude
- Strong sense of responsibility and self-motivation
- Highly organized with attention on detail
- Outstanding ability to communicate with all types of people

Work Experience

Hillwood Country Club
6201 Hickory Valley Road
Nashville, TN 37205

Dates Employed: 08/2002 – 07/2003

Director of Marketing & Communications

Responsibilities included organizing large scale corporate events, new member orientation, editor of the *Hillwood Hummer* newsletter, daily updates on the Hillwood website and other promotional materials.

Internship – Marketing/Management

Provided a detailed cost analysis for future growth through a Junior Golf league, resulting in a 20% increase in member activity.

Supervisor: Mary Wallace. Phone (615) 352-6591.

Dodd & Taylor, PLLC
1706 Hayes Street
Nashville, TN 37203

Dates Employed: 01/2001 – 04/2002

Accounting Clerk

Was responsible for customer assistance and resolution of compliance issues, administrative support, organizing personal account information files, and data entry of client information for a large CPA firm. Corporate courier between CPA firms.

Supervisor: Kent Taylor. Phone: 615-322-9600.

Additional Information

Job-Related Education Courses

Accounting I
Accounting II
Quantitative Analysis for Business
Principles of Finance
Intro Macroeconomics
Written Business Communications
Principles of Microeconomics
Business Statistics & Qualitative Methods
Fundamental International Business
Principles of Marketing
Legal Aspects of Business Law
Professional Selling
Marketing Management
Consumer Behavior
Principles of Management

Job-Related Skills

Skills include general office skills and knowledge in computer software: Office 2000 (Word, Excel, Access and PowerPoint), Lotus 1-2-3, Corel, Microsoft Publisher, Picture It, Adobe Photoshop, Adobe Illustrator, etc. Hardware includes both PC and Macintosh.

Job-Related Honors, Awards & Memberships

Memberships: Society for Technical Communication (STC), Association of Marketing Students (DECA).