

## TOM ADAMS

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- OBJECTIVE** To secure a management trainee position with a fast-paced, customer-focused organization.
- EDUCATION** **Bachelor of Arts, May 2009**  
*Eastern Illinois University, Charleston, IL*  
**Major: Communication Studies**  
Concentration: Corporate Communication  
Overall GPA: 3.89/4.0
- WORK EXPERIENCE**
- Daily Eastern News, Charleston, IL** Aug. 2007 - Present  
*Advertising Sales Representative*
- Promoted school newspaper to area businesses
  - Researched and identified potential client base
  - Created a five-minute sales presentation and delivered presentation to organizations throughout the area.
  - Increased advertising by 10% within one semester.
- Wal-Mart, Charleston, IL** Jan. 2008 – Jan. 2009  
*Customer Service Associate*
- Provided outstanding customer service in a national retail chain store.
  - Recognized for service with Associate of the Month award.
  - Focused on increasing sales through advanced knowledge of product information and sales procedures.
- Foot Locker, Highland Park, IL** May 2006 – July 2007  
*Assistant Manager*
- Managed day-to-day operations of busy retail outlet in urban shopping mall.
  - Hired, trained and supervised 5-7 sales associates.
  - Created and maintained merchandise displays to effectively appeal to consumer.
  - Handled sales transactions and nightly deposit reporting.
- ACTIVITIES**
- Sigma Chi Fraternity, member (2006 – Present)**
- Treasurer, 2008 – Kept accurate records of fraternity expenses and represented group at the state level in two national conferences
  - Recruitment Chair, 2007 – Actively recruited more than 10 new members to increase participation in fraternity.
  - Coordinated annual charity event raising more than \$5,000 for cancer research.