

Chronological Resume

Marcus I. Student

Current Address:

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Permanent Address:

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- OBJECTIVE: To obtain a challenging entry-level position utilizing my skills in media arts.
- EDUCATION: Coppin State University Baltimore, Maryland
Candidate for Bachelor of Science degree in English, May 2008
Major GPA: **3.6** Overall GPA: **3.8**
- EXPERIENCE: Shai Towne and Associates New York, New York
Record Producer
9/97-present Assist with different aspects of the recording industry.
Recruit new artists.
Handle new accounts.
- 2/95-9/96 WBAL Baltimore, Maryland
Research Intern
Assisted reporters with research on featured stories.
Helped assign stories to staff.
- 5/95-9/95 Borders Bookstore Baltimore, Maryland
Sales Assistant
Assisted in the management of direct customer sales and telephone orders.
Responsible for documentation of physical inventory.
- COMPUTER SKILLS: Proficient in WordPerfect, PowerPoint, Freelance, Excel and Netscape.
- ACTIVITIES: Member of Mu Alpha Mu
Tutor at Frederick Douglass High School
Student Ambassador for Admissions Office
- REFERENCES: Available upon request.