

Mark Martin

2500 Walton Way ▪ Augusta, GA 30909
706-737-1604 ▪ C: 706-777-9311 ▪ mmartin@gru.edu

OBJECTIVE:

To obtain an entry-level position that utilizes my skills in research, customer service, clerical and office duties, computer, organization, and communication.

EDUCATION:

Georgia Regents University

Augusta, GA

Bachelor of Arts in History

May 20XX

- Minor: Anthropology
- GPA 3.0

LEADERSHIP EXPERIENCE:

Student Anthropology Society

Augusta, GA

President

August 20XX- May 20XX

- Secured guest speakers to educate members about career opportunities in Anthropology.
- Planned and coordinated trips and events to learn more about the field of Anthropology.
- Assisted with campus cultural events to educate campus community on different cultures.
- Led meetings and planned club activities.

WORK EXPERIENCE:

Beverly, Inc.

Augusta, GA

Leasing Professional Temp

July 20XX-Present

- Provided customer service to potential residents
- Completed clerical tasks such as data entry, filing, answering and routing phone calls
- Gave tours of apartments to future residents
- Marketed for the company

Health Central, University Health Care System

Augusta, GA

Member Services Representative/ Business Office Assistant

March 20XX-June 20XX

- Provided quality customer service to hospital-based wellness and fitness center patrons
- Provided tours of facility and greet current and prospective members
- Completed clerical tasks such as data entry, answered and routed phone calls, scheduled appointments, prepared bank deposits, posted payments, and filed membership information, billed members

Augusta State University Grants and Sponsored Programs

Augusta, GA

Student Assistant

January 20XX-May 20XX

- Provided clerical assistance to campus grant and sponsored programs office
- Assisted with web page design, layout, and maintenance
- Created and distributed monthly newsletter to campus community to promote grant-funded opportunities
- Greeted visitors and assisted with resources when necessary

Griffin Pools and Spas

Augusta, GA

Office Assistant/ Billing

May 20XX- May 20XX

- Customer service, sales
- Performed general clerical tasks such as answering and routing phone calls, filing, data entry
- Prepared bills and posted payments
- Provided clerical assistant to the store manager

COMPUTER SKILLS: Skilled at Microsoft Word, Excel, PowerPoint; Internet & E-mail; Adobe Illustrator, Photoshop, Dreamweaver,; Type 51 wpm