

# JOHN SMITH

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## CAREER OBJECTIVE

To promote company growth by providing management, marketing, and finance knowledge and skills acquired through graduate level educational preparation and work experience in a range of business environments.

## EDUCATION

Southeastern Louisiana University, Hammond, LA

Master of Business Administration: December 2010

Bachelor of Science, Industrial Technology. Concentration in Supervision: December 2008

Associate of Applied Science, Industrial Technology. Concentration in Design Drafter Technology: December 2006

## PROFESSIONAL SKILLS

- Highly self-motivated, energetic leader and team member with commitment to exceeding goals.
- Strong interpersonal skills with ability to interact effectively with others to achieve results.
- Exhibited effective critical thinking skills in analyzing problems and developing strategies for resolution.
- Ability to manage multiple projects successfully and meet deadlines under pressure.
- Computer skills in office applications, multimedia presentation, and desktop publishing.

## PROFESSIONAL EXPERIENCE

### Graduate Assistant, Southeastern Louisiana University, College of Business Computer Lab

Hammond, Louisiana, August 2004 - present

- Assisted students and faculty with hardware, software, and Internet problems.
- Wrote purchase requisitions and service/repair forms, and scheduled work hours.
- Supervised lab assistants, special projects and operations.
- Provided web page support for the College of Business Microcomputer Lab.

### Graduate Assistant, Southeastern Louisiana University, Leadership Development/Student Activities

Hammond, Louisiana, January 2004 - July 2004

- Supervised University Campus Activities Board special events and programs.
- Assisted Coordinator in processing contracts for entertainers and speakers.
- Monitored Campus Activities Board expenditures, including purchase requisitions and service requests.

### Sales Associate, Radio Shack

Hammond, Louisiana, May 2001 - November 2003

- Responsible for troubleshooting electronic and computer problems.
- Initiated sales and ensured customer satisfaction.
- Supervised and trained employees.

## COMPUTER SKILLS

- Excellent working knowledge of computer systems and computer software, including Windows, Microsoft Office (Word, Excel, PowerPoint), Microsoft Publisher, Netscape and Microsoft Internet services, Paint Shop Pro, Omni Page Pro, and web page design.

## ACTIVITIES

MBA Society: Vice President, January 2005 - present

Student Government Association: Senator, January - December 2003