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March 28, 2012

Human Resource Manager
Goodwill Industries

RE: Potential Employment – Part-Time E-Commerce Sales

Dear Sir/Madam:

I have taken the liberty of respectfully enclosing a copy of my resume for your review.

My past employment experience is in the areas of sales/marketing, promotional design, customer service and administration. Several years back I left the job market to become a full-time student and fulfill my dream of earning a degree. Since graduation I have spent my time in volunteer work for various organizations.

My goal is to find a part-time position, similar to the one you are offering, that will give me the opportunity to use my computer/internet skills while still being able to maintain my volunteer work.

I am computer literate, have managed e-bay auction sales, and provide volunteer Web design/graphic layout work.

Again, I would like to stress that I am currently only in the market for a part-time position and am not in need of benefits or insurance.

Thank you for allowing me the opportunity to present my qualifications for your review.

Sincerely,

Theresa A. Dickerson



- ✓ Web Design
- ✓ Newsletters, Slide Show Presentations
- ✓ Marketing Assistant
- ✓ Purchasing
- ✓ Customer Service
- ✓ Administration

Software Experience

Adobe CS3

*Dreamweaver
Photoshop
Illustrator
In Design
Flash*

Microsoft

*Windows
Office 2007
Word/Excel
Power Point
Access*

Web Design

*HTML
CSS*

Education

Associates of Arts – Information Technology/Visual Communications
University of Phoenix – Graduated October 2009 (GPA-4.0)

Employment History

Full Time Student – 2007 thru 2009 – Volunteer work 2007 thru Current
Volunteer: Washington Elementary School, St. John the Baptist Elementary School, Liberty Coalition, A Touch of Heaven Cakes and Fort Wayne Dental Group

- Superior Essex**, Essex Brownell Division, Fort Wayne IN (2004-2007)
Position: Assistant Product Manager – Product: Motor Repair Parts & Shop Equipment
- Rochester Midland**, Fort Wayne Division (2000 – Branch closed 2004)
Position: Inside Sales Manager – Product: Chemicals & Janitorial Supplies
- Busak & Shamban**, Fort Wayne IN (1999 – Closed distribution hub 2000)
Position: Buyer -- Product: Hydraulic Seals & O-Rings
- Superior Essex**, Telecommunication Division, Fort Wayne IN (1997 – Div. Relocated to Atlanta)
Position: Inside Sales – Product: Telecommunication Wire & Cable
- Waterfurnace**, Fort Wayne IN (1996 – 1997)
Position: Customer Service – Product: HVAC Equipment
- Gripco**, Division of Black & Decker, (1994 – Plant closed 1996)
Position: Inside Sales – Product: Locking Hex Nuts
- M/S Sales & Associates**, Fort Wayne IN (1988-1994)
Position: Inside Sales/Office Manager – Product: Electronic Components
- Magnavox Government & Industrial** (Now Raytheon) (1972 – 1988)
Position: Market Research Clerk & Accounting Clerk

Involvement

Essex Employee Club Board Member (2 yrs), Big Brother/Big Sister Lunch Buddy Program (5 yr)
Big Sister (2yr), TV 39 Volunteer, Ramp Building for ARC, Youth Soccer, Boy Scout Leader