Joseph D. Garonski

| 5522 Main Street Apt. #2 | Williamsville, New York 14221 | (716) 631-2795 |

OBJECTIVE

Marketing position with emphasis in research.

EDUCATION

STATE UNIVERSITY COLLEGE AT BUFFALO, NEW YORK
Bachelor of Science, Business Administration, May 20XX, Overall GPA: 3.3/4.0
Concentration in Marketing

RELEVANT COURSES

Marketing Research   International Marketing Management
Retail Management   Advertising Concepts and Practices
Consumer Behavior   Principles of Marketing

INTERNSHIP

JOSEPH STRAUSS COMPANY Buffalo, New York
Co-op Advertising Administrator, Summer 20XX
- Edited advertisements for newspapers and magazines.
- Figured advertising costs between the distributor and retailer.
- Coordinated activities of Annual Promotional Show for new merchandise.

EXTRACURRICULAR ACTIVIES

SIGMA BETA DELTA BUSINESS ORGANIZATION
President, 6/XX-present
- Coordinate and plan all organization activities including educational and social programs. Supervise committees and conduct meetings.
- Increased membership from 40 members to 100 members using marketing techniques such as advertising, publicity and surveys.
- Vice President 8/XX-12/XX
- Corresponding Secretary 9/XX-6/XX

BUSINESS DEPARTMENT, STATE UNIVERSITY COLLEGE
Member By-Laws Committee, 3/XX-present
- Appointed to departmental committee to work with faculty members in drafting by-laws for department.
Chairperson Placement Committee, 9/XX-4/XX
- Developed advertising to promote the Business Department to area businesses, through promotional letters and follow-up surveys.
- Collated alumni placement record results.

AMERICAN MARKETING ASSOCIATION
Member, 8/XX-present

SPECIAL PROJECTS

Careers in Business Week
- Organized all publicity for week long departmental career event, including writing press releases, designing ads and promotional brochures, and presenting to classes.

WORK EXPERIENCE

Manpower Temporary Agency Buffalo, New York
Various office administrative and sales positions, 11/XX-8/XX
Hamburg Town Hall, Hamburg, New York
Office Administrator, 6/XX-11/XX

COMPUTER SKILLS

Microsoft Excel, Access, Word, SPSS