ALANNA BANKSTON

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OBJECTIVE

To obtain a position in a marketing or a business related field with an organization where demonstrated skills in marketing, administration, and sales as well as qualities of creativity, teamwork, and enthusiasm can be used to increase profitability and promote growth within the company.

EXPERIENCE

2005 – 2006 City of Baker School System Baker, LA
Receptionist/Student Worker

- Handled various organizational and compilation tasks.
- Greeted guests and addressed specific needs.
- Input data and reviewed grant proposals.
- Maintained multi-lined phones.

2003 – 2003 Louisiana Office of Financial Assistance Baton Rouge, LA
Student Worker

- Collected data for input.
- Provided assistance on various finance related projects.
- Sorted and arranged files

2001 – 2001 Law Office of Gail McKay & Associates Baton Rouge, LA
Part-time Summer Worker

- Assisted in various organizational tasks.
- Provided help in scheduling tasks.

EDUCATION

2003 – Present Southern University and A & M College Baton Rouge, LA

- Pursuing B.S., Marketing
- 3.34 GPA
- Member of Beta Gamma Sigma Business Honor Society

QUALIFICATIONS

- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Can type 60 WPM efficiently
- Exhibit great written and verbal communication skills
- Engaged in various successful in team projects and leadership efforts
- Excellent analytical and problem solving abilities
- Knowledge of grant development and compilation