

Brian J. Burns

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EDUCATION	Ohio University , Athens, Ohio Bachelor of Business Administration, June 2007 (Expected) Majors: Marketing and Finance Minor: Sales Certificate GPA: 3.63 / 4.00
EXPERIENCE	Ohio University Conference Services , Athens, Ohio September 2005 - Present Marketing Coordinator <ul style="list-style-type: none">• Work with Assistant Director of Housing to market Ohio University's Conference Services• Generate brochures, flyers, posters and other promotional materials• Create letters and postcards to send to customers about upcoming events• Construct, distribute, and analyze surveys State Farm Insurance, Agency Field Office , Dayton, Ohio June 2005 – September 2005 Intern <ul style="list-style-type: none">• Assisted 15 different State Farm Agents in the Dayton area• Ran client lists to gather prospects for car refinancing - Called the prospects to suggest refinancing - Met with clients to complete paperwork and close the loan• Completed a research project comparing GEICO, Allstate, Nationwide and Progressive with State Farm• Shadowed agents during life, auto, and renter's insurance appointments GFS Marketplace , Dayton, Ohio July 2002 – June 2005 Sales Floor Associate <ul style="list-style-type: none">• Suggestively sold products to customers• Assisted customers with merchandise selections• Held a professional relationship with returning customers such as restaurant owners and their staff• Placed special product orders
ACTIVITIES	Delta Sigma Pi, Professional Business Fraternity January 2004 – Present Active Member Pledge Class VP of Social Activities (January 2004 – March 2004) The Sales Centre, Certificate Program April 2005 - Present Co-Chair, Corporate Development Committee (May 2005 – Present) <ul style="list-style-type: none">• Meet with various companies in a boardroom setting to discuss corporate membership• Assist with Corporate Outreach, a semi-annual presentation given to recruit corporate members Freshman Engagement Program August 2005 - Present Peer Mentor <ul style="list-style-type: none">• Act as a mentor to 9 College of Business Freshman• Help members establish and develop goals• Assist with scheduling and planning• Encourage the development of resume writing and interview skills
COMPUTER SKILLS	Windows, Word, Power Point, Publisher, Excel, Access
HONORS & AWARDS	Alpha Lambda Delta, Freshman Honor Society, May 2004 Montgomery County Scholarship, May 2003 Dean's List, 5 of 6 Quarters