

# Anna Scott

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Jordan, MN 55555  
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## ACADEMIC BACKGROUND

B.S., Business Administration 1999  
Minor: Health and Human Performance  
University of Wisconsin-River Falls  
Dean's List, Cumulative G.P.A. 3.767/4.0

## AREAS OF EFFECTIVENESS

### Honors and Awards

- ❖ National Dean's List Recipient
- ❖ Freshman Academic Honors Award
- ❖ Carol and Ed Brown Scholarship
- ❖ Marcel K. Lynum Scholarship

### Communication Skills

- ❖ Developed excellent conflict resolution skills through resolving customer concerns
- ❖ Encouraged repeat business by providing positive customer service
- ❖ Enhanced listening skills by assisting in the resolution of disputes among hall residents
- ❖ Mediated discussions in Residence Hall meetings
- ❖ Promoted various fundraising activities for Business Association

### Leadership Skills

- ❖ Instructed co-workers on new policies and procedures
- ❖ Designed Residence Assistant's marketing projects
- ❖ Conducted meetings as the Community Leader of Crabtree Hall
- ❖ Arranged youth clubs and activities for youth of the community
- ❖ Supervised youth during organizational meetings to allow parents to be present
- ❖ Collected and analyzed data to provide information about the River Falls Health Clinic
- ❖ Prepared weekly agenda for Clinical Services Committee

### International Experience

- ❖ Spring 1997: Participated in Wisconsin in Scotland study abroad program

### Specialized Training

- ❖ Tot Saver and Child CPR
- ❖ Medic First Aid

## EMPLOYMENT HISTORY

Distribution Associate for K-Mart Distribution Center	Summer 1996
Fluoroware (plastic developing center)	Summer 1995
Hostess/Cashier at Mystic Lake Casino	1994-1995

## COLLEGE ACTIVITIES

Marketing Committee	Business Association
Clinical Services Committee (Vice-Chair)	Community Leader
Young Life Young Adult Leader	Intervarsity Christian Fellowship
Honor's Club	Residence Hall Council