James Donegan

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Education

Drexel UniversityPhiladelphia, PABachelor of Arts in CommunicationAnticipated Graduation Date: June 20XX

Honors

Dean's List, 20XX—Present A.J. Drexel Scholarship, 20XX—Present

Work Experience

UnisysPhiladelphia, PAMarketing AssociateMarch 20XX-Present

- Develop and implement a unit report database system
- · Assist in managing quarterly and yearly revenue
- · Assist and manage product launches
- · Co-manage internal website

Cambridge Marketing Solutions

Account Manager

Bala Cynwyd, PA Summer 20XX

- · Acquired, managed, and represented personal clients' business accounts
- Trained entry-level representatives
- Conducted interviews with prospective candidates
- · Led business trips to other national offices

L.A. Young HVAC Contracting and Engineering

HVAC Technician

Columbus, OH Summers 2001, 20XX

- · Assisted the management and operations for heating, ventilation, and air conditioning company
- · Assisted in contracting and engineering activities
- Executed plans for construction, design, and organization
- Administered maintenance of vehicles and machinery

Relevant Coursework

Principles of Communication Composition I Technical Analysis and Evaluation Mass Media and Society Reading and Research Target Marketing and Methodology

Computer Skills

- Software: Microsoft Word, Access, Excel, and PowerPoint; Dreamweaver; Photoshop 5.5-7.0; Macromedia MX
- · Hardware: PC, Macintosh
- Operating Systems: Windows XP and Mac OS X