

# Tina R. Weston

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**Objective:** To secure an assistant *MARKETING ASSOCIATE* position.

## Technical Skills

NCR / office machines	10 key by touch
Point of Sale	Internet and email
MS Office Suite	PageMaker

## Marketing Experience

*Marketing Intern*      NW RainGear Inc.    Canby, Oregon      2003 - present

- Assisted Marketing Director at trade shows with product demonstrations.
- Produced incentive flyers for sales staff for use with wholesale customers.
- Wrote English and Spanish press releases for local media campaign.
- Attended company strategic planning and budget meetings.
- Assisted company staff with product readiness at photo shoots.

## Sales and Customer Service Experience

<i>Sales Assistant</i>	Emporium	Tigard, Oregon	2001 - present
<i>Customer Service</i>	Borders	Tualatin, Oregon	1999 - 2001

- Provide exceptional sales and customer service support by greeting customers and offering assistance in product selection.
- Answer customer inquiries and complaints in a professional manner both over the phone and in person.
- Provide product and service information, including informing customers of special offers and promoting products based on customer needs.
- Handle and process customer purchases and returns.
- Use computer and point of sale system for transactions.
- Conduct product inventories and verify floor shrinkage.

## Education

Portland Community College      Portland, Oregon      Current

*Earning an Associate of Applied Science degree in Business Administration  
Marketing and International Business emphases*

Professional references provided upon request