

Michael A. James

Current Address:

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Knoxville, TN 37916

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Permanent Address:

313 Westwood Circle
Florence, AL 35630

Objective Seeking summer internship to gain relevant experience and hone business skills

Education The University of Tennessee, Knoxville May 2012
Bachelor of Arts Communication Studies
3.4/4.0 GPA Minor: Spanish

Experience The University of Tennessee Parents Association, Knoxville August 2009 – Present
Student Ambassador

- Conduct tours for prospective members
- Collaborate with various University departments to offer outstanding campus visit
- Assist with Parents Association Newsletter articles

Best Buy, Florence, AL June 2008 – Aug. 2008
Sales Associate

- *Assisted customers with purchases*
- *Prepared equipment for showroom display*
- *Provided excellent customer service*

Florence Gazette, Florence, AL Jan. 2006 – May 2008
Newspaper Carrier (Part-time and Summer)

- Delivered newspapers to approximately 300 customers per day
- Provided excellent customer service
- Kept detailed account records for clientele

Activities Student Government Association August 2009 – Present
Team Vols January 2009 - Present
Student Alumni Associates August 2009 – Present
Spanish Club January 2009 - Present

Additional Information

Fluent in Spanish
Proficient in Microsoft Office
Traveled extensively throughout the U.S. & Mexico
Excellent communications skills
Dedicated to outstanding customer service
Team player