

# James A. Anderson

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## EXPERIENCE

### J.C. Penney

Manager, Budget Men's Wear

Provo, Utah  
May 2015 – present

- Supervise ten department employees
- Prepare bank deposits
- Manage inventory and returns
- Post to Facebook, Twitter, Instagram accounts weekly

### Oldham's Clothiers

Sales Clerk

Springville, Utah  
August 2014 – April 2015

- Assisted customers through exceptional sales and service
- Created in-store advertisements
- Launched Facebook marketing campaign that received 3,000 likes in three weeks
- Priced and stocked sales floor
- Taught six new hires
- Increased sales by 5 percent during second month

### Community Service

Volunteer

Caracas, Venezuela  
July 2012 – July 2014

- Prepared and submitted weekly and monthly reports
- Trained three volunteers; supervised team of 15 volunteers for four months
- Taught lessons in Spanish

## EDUCATION

### Utah Valley University

Bachelor of Science in Business Management

Orem, Utah  
Expected August 2017

- GPA 3.897; Dean's List every semester
- Member UVU American Marketing Association

### Utah State University

Associate of Science in University Studies

Logan, Utah  
May 2012

## SKILLS AND INTERESTS

**Personal:** dependable, detail-oriented, motivated, cheerful, punctual, optimistic

**Technical:** Microsoft Office, Google Drive, Prezi

**Language:** fluent Spanish

**Interests:** snow skiing, mountain biking, scuba diving, golfing