

*Chronological Business Resume- Tanya is looking for an entry level position in management and is highlighting her internship and supervisory experiences, both part-time and in on-campus jobs.*

## Tanya Jenkins

1059 Five Mile Line Road

Penfield, NY 14653

(585) 687-0000

### OBJECTIVE

Entry-level position in management

### EDUCATION

**Bachelor of Science, Major in Business Administration**  
**Concentration in Management**  
**Minor in Communication Studies**  
State University of New York College at Brockport  
December 2005, 3.3 GPA

### MANAGEMENT EXPERIENCE

**Management Intern**, Enterprise Rent-A-Car, Brockport, NY  
January - May 2005

- ◆ Handled both in person and phone reservations for businesses and individuals in busy suburban office
- ◆ Organized a "Customer Service Day" that provided returning customers with a discount for continued business
- ◆ Analyzed demographic information for marketing strategies

**Student Supervisor**, Office of Institutional Advancement, SUNY Brockport, Brockport, NY,  
Fall and Spring Semesters 2003, 2004

- ◆ Supervised 15 student employees during phon-a-thons
- ◆ Designated as point person if questions arose
- ◆ Maintained accurate count of number of calls made per shift

**Shift Manager**, Wendy's Restaurant, Penfield, NY  
May - August 2001, 2002

- ◆ Ensured proper coverage for evening and weekend shifts
- ◆ Closed store each evening including depositing money

### ADDITIONAL EXPERIENCE

**Office Assistant**, Office of Institutional Advancement, SUNY Brockport, Brockport, NY,  
Fall and Spring semesters 2001, 2002

**Shift Worker**, Wendy's Restaurant, Penfield, NY,  
May - July 1999, 2000

### ACTIVITIES

**Member**, Rugby Team, SUNY Brockport, 2003 - present

- ◆ Co-captain, 2004

**Volunteer**, YMCA, Rochester, NY, 2002 - 2004