

# Jay B. Clouser

JayClouser@Hotmail.com

Cell: (435) 590-5292

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To Whom It May Concern:

Please accept my résumé in consideration of your open position. I am confident that my education and experience have prepared me for a position with any company that would be a good fit, and my abilities will enable me to contribute significantly toward your objectives.

When you review my résumé you'll find that my background includes a recent Bachelor's Degree in Marketing along with the following professional and project experience:

- Extensive background in digital imaging, including knowledge of computer programs such as Adobe Photoshop, Illustrator, In-design, Microsoft Office (Word, Excel), QuickBooks Online, and others;
- Additional education in Finance, including non-required courses Investments I and Investments II, which gives real life experience in the market with \$20,000 of real money;
- Development of leadership skills in the Sigma Chi Fraternity with the following positions: Treasurer, Public Relations Chair, Alumni Relations Chair, New Member Educator, Historian, and Chapter Editor;
- Consulting experience with numerous colleagues, assisting them in developing their own brand, including the design of logos and marketing materials. (Sample logos available upon request)
- Additional education in internet marketing. Recently completed an extensive 1,000 page course called "*The Insider Secrets to Marketing Your Business on the Internet.*" Also attended a 3 day internet marketing seminar in March '08.
- Experience in assembling business plans for various side projects, including branding, financials, marketing plans, market research, etc.

In addition, you will find me as a well-organized, detail-oriented, coachable team member with excellent analytical troubleshooting, and problem-solving skills. I thrive on new challenges, and my approach to developing systems and continuous improvement, along with my desire to learn, will prove to be an asset to my employer. I look forward to an interview to discuss how I can best be an asset.

Sincerely,

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## Professional Experience

**April 2010 – July 2010                      APX Alarm                      Buffalo, NY, Houston, TX.**

*Technician:* I installed security systems in families' homes. The position required trouble-shooting and problem solving skills, technical skills, and customer service skills.

**August 2006 – April 2010                      Applebee's                      Cedar City, UT.**

*Server:* I implemented quality customer service and personal interaction with customers and co-workers. I was often involved in high-paced, stressful situations.

**Summer 2005                      Freedom Home Buyers                      Fullerton, CA.**

*Marketing Intern:* Assisted in the marketing, advertising, and correspondences of F.H.B., a real estate investing firm. I acquired many communication and personal relations skills, as well as valuable professional experience.

**2001 - 2005                      S.U.U. Catering Service                      Cedar City, UT.**

*Server:* Catered functions, served customers, and held the position of a captain server.

**Fall 2004                      Wal Mart                      Layton, UT.**

*Sporting Goods:* Assisted customers, conducted cashier transactions, and stocked merchandise.

**2000 - 2001                      Mervyn's                      Layton, UT.**

*Sales/Cashier:* Assisted customers, conducted cashier transactions, and organized merchandise.

## Education

### **Bachelor of Science Degree in Marketing, 2006**

- Southern Utah University, Cedar City, Utah
- Additional education in Graphic Design and Finance
- Extra-curricular Campus and Community involvement through numerous leadership positions held in Sigma Chi and as co-founder of The Photo-Journalism Club
- Member of DEX – a business club

### **High School Diploma, 2001**

- Layton High School, Layton, Utah
- Honors Graduate with a 3.70 GPA
- Involvement with Football, Track, and the Key Club (service organization).