

November 1, 2010

Potential Employer,

An entry-level position requires someone who is enthusiastic, creative, and team-oriented to perform well within the company. This person must be able to be productive while in a fast-paced and competitive industry. My skills and traits developed in college and in the working environment can help your company achieve the vision it strives for.

- My **diligence** has been developed throughout my university career. I have received recognition for these efforts by becoming a recipient of an academic scholarship from Texas State University, and my diligence could benefit a company that strives for excellence and award-winning performance. If I'm selected by your company you could have an enthusiastic and hardworking employee who strives to become the best at whatever I do.
- My **teamwork experience** includes working with groups in several organizations. As the Vice President of the Sigma Chi Fraternity- Theta Tau, I was a part of many committees and worked with many types of people. As a meeting leader, I helped maintain a positive environment at our chapter meeting, especially during times of conflict. The ability to properly deal with different personalities and situations are skills which your company could use to create a team-oriented and positive environment.
- My **flexibility skills** were exemplified at my last summer internship, where I worked with many different departments daily. I had to use flexibility and creativity when performing each task, as each one was diverse in its function and required different skill sets. Creativity requires flexibility, which is a skill-set that can create innovative results for your company.

I am available to discuss an employment opportunity with your company at your earliest convenience via email (kvaclavik@entouch.net) or phone (281-450-0728).

Sincerely,

Kevin Vaclavik

Kevin Michael Vaclavik

Permanent Address: 3911 Bellinger Way, Missouri City, TX 77459 • 281-450-0728 • kvaclavik@entouch.net

OBJECTIVE: Seeking an entry-level position with your company in order to assist in achieving sales and project goals, while delivering value and service to the company.

EDUCATION:

Texas State University – San Marcos

- Received a BBA in Marketing- GPA: 3.95
- Graduated Summa Cum Laude in May 2010

EXPERIENCE:

Benchmark Performance Group **Houston, Texas** **05/2007 – 12/2008**

Internship

- Created a new filing system for the accounting and procurement departments.
- Took on individual projects from executives in various departments including, Human Resources, Accounting, Procurement, and Marketing that helped increase organization and productivity.
- Partnered with the marketing department head to perform marketing research, PR campaigns, and sales assistance programs

Eye Connection **Missouri City, Texas** **08/2005 – 05/2006**

Internship

- Intern to Dr. Chung where I gained hands on experience with customer service.
- Learned important concepts to opening and running a new business.

Other Experience: Other summer jobs at **Colony Eye Care** and **Lexington Blvd. Animal Hospital** where I utilized organization, time management, and developed teamwork skills.

HONORS:

- Honoree on the Deans List **every** semester in college
- Mitte Academic Scholar from Texas State University

Awards:

- Shining Star of Texas State for 2007
- Professional Selling Class:** Best Written Corporate Presentation and Best Visual Aid for Corporate Presentation
- Most Active Sigma Chi Fraternity Member in 2008 and 2009

ACTIVITIES:

- Texas State Mitte Society and University Honors College at Texas State University (2006-2008).
- Volunteer weekly at the San Marcos Public Library teaching a computer class to the community for free. (2006-2008)
- Participated in Bobcat Build and Relay For Life at Texas State University for 3 straight years.
- Voluntarily interned at hospitals in the Houston Medical Center (M.D. Anderson, St. Luke's)
- Member of the Phi Eta Sigma National Honor Society
- Vice President of the Sigma Chi Fraternity-Texas State Chapter
- Member of the American Marketing Association (Texas State University and Austin, Texas)
- V.P. of Videoconferencing for Texas State University **SIFE (Students In Free Enterprise) Team-Nationals** Top 8 (2009); Top 4 (2008)
- Member of Beta Gamma Sigma: International Business Honor Society
- Member of Alpha Mu Alpha Marketing Honor Society