

JACOB ALLEN

Current
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Athens, Ga 30606

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Permanent
23 Hawk Dr.
Hiram, Ga 30141

OBJECTIVE: To obtain a challenging and rewarding Summer internship in the field of management information systems that will utilize my academic coursework and my leadership and interpersonal skills.

EDUCATION:

The University of Georgia, Terry College of Business
Bachelor of Business Administration in Management Information Systems
Overall Major GPA: 3.5/4.0
Athens, GA
Expected Dec 2009

WORK EXPERIENCE:

Lee Epting Catering Inc. Athens, GA
Bartender/Server May 2007- Present

- *Bartend wedding receptions and large parties
- *Serve dinners and coordinate serving teams for wedding receptions and large parties
- *Work with teams in providing the best and quickest quality service possible
- *Enhanced personal communication skills through working with customers and team workers

Watch Out Inc. Myrtle Beach, SC and Commerce, GA
Manager/Sales May 2005- March 2007

- *Helped start up retail stores around the southeast
- *Assisted in developing an inventory control system which applied to a point of sale program
- *Positively worked with team members in creating an appropriate sales setting
- *Opened/Closed stores and was responsible for nearly \$20,000 daily

LEADERSHIP/HONORS/AWARDS:

Delta Tau Delta Fraternity, Beta Delta Chapter University of Georgia Athens, GA
2nd Vice President of Recruitment November 2006- November 2007

- *Was responsible for recruiting upcoming freshman men entering the university to pledge my fraternity
- *Worked with a \$25,000 budget to plan summer recruitment events
- *Created and maintained a ten man recruitment committee responsible for contacting recruits/coordinating events
- *Enhanced my personal/social skills by interacting with recruits and showing them a good time.
- *Responsible for attaining a 26 man pledge class. Fraternity average on campus was 17

Chase Street Elementary Mentor Program Athens, GA
September 2005- Present

- *Teach and mentor young students through reading and writing programs
 - *Help facilitate official school events (parent's night, parent teacher conferences, etc...)
- Delt Winter Wonderland Program*
- *Worked in developing and participating in philanthropy program designed to attain toys for Christmas for under-privileged children in the Athens area
 - *Helped put on a yearly party for under-privileged children to enjoy games, arts and crafts and visit Santa Clause

ADDITIONAL ACTIVITIES:

- *Member of the Student Management Information Systems organization on campus
- *Member of H.E.R.O which is a student organization aimed at the awareness of HIV/AIDS in children
- *College of Republicans Member
- *The Interfraternity Council Delta Tau Delta Representative for recruitment
- *Frequent volunteer at the Athens Clarke-County Humane Society walking/playing with dogs.
- *Volunteer at the Food Bank of Athens packaging and shipping donated food
- *Intramural Sports including Softball, Basketball, and Football

