

## **Michael P. Barrett**

106 Bancroft Dr., Aston, PA 19014, 610-555-9061, mpbarrett@yahoo.com

### **Experience:**

Hagerty Library, Drexel University, Circulation Desk Clerk Jan. 2007-present

- Check books and research materials in and out for library patrons
- Sort and file materials to proper areas
- Close down library at the end of the night, ensuring that all entrances are locked and students are out
- Compile acquisition requests and made recommendations

Dragon Mentors Association, Drexel University Sept. 2007-Present

- Help international students become accustomed to life at Drexel and Philadelphia
- Act as a friend and source of information for students struggling to adjust to a new culture
- Show students around Drexel campus and city of Philadelphia
- Help students choose and register for classes

Best Buy, Springfield, PA, Customer Service Representative Nov. 2005-Jan. 2007

- Guided customers in choosing electronics for their home theater systems
- Installed home theater systems in customers' homes
- Trained new Best Buy employees
- Checked out customers, managing thousands of dollars each day

### **Skills:**

- Microsoft Suite, including Excel and PowerPoint
- Conversational French
- Knowledge of home stereo system components

### **Education:**

Junior, Drexel University, Philadelphia, Pa. Anticipated graduation: May 2009

- Studying for Bachelor's degree in marketing

#### Awards

- Drexel Dean's Scholarship for excellent academic performance in high school
- Richard A. Ash Scholarship

#### Organizations

- Member, Marketing Association
- Small forward, intramural basketball team

### **References:**

Dr. Fiona Jones  
Economics professor  
Drexel University  
610-555-6623, ext. 24  
f.jones@drexel.edu

Benjamin Dorn  
DMA faculty adviser  
Drexel University  
610-555-6654, ext. 8  
b.dorn@drexel.edu

Jim Bergen  
Manager, Best Buy  
Springfield, Pa.  
610-555-7308  
jamesb76@gmail.com