

Amy L. Rymer

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Elsah, IL 62028
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- OBJECTIVE** To acquire an internship in winter of 2002 in an enthusiastic environment, where my unique perspective and discipline will be best utilized.
- EDUCATION** **Principia College**, Elsah, IL
B.A. in **Business Administration** anticipated 2002, GPA 3.36/4.0
Participated in study abroad to Japan in Fall 2000.
- COURSE WORK** Graphic Design I, Advertising, Marketing, Visual Fundamentals, Intro to Mass Communications, Managerial Finance, Management, Financial Accounting, Managerial Accounting, Micro and Macro Economics, Writing Seminar
- COMPUTER SKILLS** Applications: MS Word, Excel, Power Point, Photoshop, Illustrator, QuarkXpress
Hardware: PC, Mac, Scanning equipment
- LANGUAGES** **Spanish:** speak, read, write and comprehend at the intermediate level
Japanese: speak, read, write and comprehend at the beginner level
- EXPERIENCE**
- Summer 2001 **Arnold Worldwide**, Intern, Boston, MA,
- Assisted account coordinators on jetBlue and Citizens accounts in Account Services.
 - Presented market research, competitive review, and creative ad proposals to Royal Caribbean team, as part of intern project.
- Summer 2001 **Mary Baker Eddy Library**, Summer SOULstice, Intern, Boston, MA
- Planned events for up to 600 Boston area children every Tuesday.
 - Coordinated volunteers, performers, parking, food; maintained binders for photographs and press coverage.
 - Photographer for weekly Tuesday events.
- Win/Spr 2001 **Principia College**, Business Manager, *The Sheaf* Yearbook, Elsah, IL
- Developed budget and created financial statements on Excel.
 - Produced design layout and photography for the yearbook.
- Win/Spr 2000 **Principia College**, Advertising Manager, *Principia Pilot*, Elsah, IL
- Obtained and organized layout for ad placements in award-winning college newspaper, and worked with client specifications.
 - Developed system for billing clients, and organized placement of ads.
- Win 2000-Spr 2001 **Principia College**, Receptionist/Secretary, Elsah, IL
- Responsibilities included fielding questions, typing memos, and working with Excel.
- Win 1998-Win 2001 **Temporary**, Resource Staffing, Houston, TX
- Filed confidential records, and prepared informational packets for clients.
- 1999-2000 **Cedars Camps**, Camp Counselor, Lebanon, MO
- Promoted growth oriented environment.
 - Improved communication skills through camper relations and staff interaction.
- ACTIVITIES**
- Executive Board Member**, Student Government, College Dormitory, 1998-2000
Delegate, Public Affairs Conference, Principia College, Elsah, IL, Spr. 2000
Program Coordinator, River Road Clean Up, Elsah, IL
Volunteer, OASIS, battered women shelter, Alton, IL
Volunteer, Salvation Army Homeless Shelter, St. Louis, MO
Volunteer, National Honor Society Community Service