

# Kelly A. Kretz

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## Permanent Address:

8 Cobblestone Pl.  
Saginaw, MI 48603

## Temporary Address:

1168 W. Leonard Ct NW.  
Grand Rapids, MI 49534

## Objective:

To gain experience in the field of Marketing through a summer internship.

## Education:

### Grand Valley State University-Allendale, MI

Seidman College of Business

Bachelor of Business Administration

Major: Marketing, Expected Graduation -May 2012

Cumulative GPA: 3.527

August 2008 – Present

## Relevant Experience:

### Swan Valley Golf and Banquet, Saginaw, MI

*Beverage Cart Attendant*

- Engaged in face-to-face interactions with customers to make sales
- Built and maintained strong relationships with weekly league members
- Created weekly beverage cart Schedule for two golf courses
- Trained new beverage cart employees
- Requested by many outings and weekly leagues to work their events

Summer 2008-2010

### Swan Valley Golf and Banquet, Saginaw, MI

*Office Assistant*

- Helped in the weekly process of billing customers
- Computed payroll figures for employees on a weekly basis
- Assisted bookkeeper with the recording of business transactions

Summer 2008-2010

### Grand Valley State University, Allendale, MI

*Women's Basketball Player*

- Gained valuable skills that will transfer to a work place environment
- Learned to work with a team to strive towards achieving a common goal
- Improved communication skills by interacting with coaches and teammates to solve problems
- Grew into a team leader and played an important role in the team's success
- Voted Most Improved Player by teammates and coaches after Freshman season
- Named to the GLIAC All-Academic Team after Sophomore season

August 2008-April 2010

## Activities:

- American Marketing Association
- Habitat for Humanity
- Make a Difference Day
- Basketball Instructor

## Skills:

- Competitive and hardworking
- Very personable
- Extremely quick learner
- Strong leader

*References Available Upon Request*