

EVELYN C. GAJC

Chicago, IL
(630) 890-6800

egajc@students.depaul.edu

OBJECTIVE	To obtain an internship in the area of marketing with a focus on fashion.	
EDUCATION	DePaul University , Chicago, IL	Expected June 2011
	Bachelors of Science in Marketing Minor in International Business	
	Alliance Française , Paris, France GPA: 3.9	March 2009-June 2009
EMPLOYMENT	RDI Group , Itasca, IL	June 2009-Present
	Marketing Intern	
	Create marketing collateral for US and European divisions, prepare product presentations, developed a customer communications toolkit, acquire promotional supplies, and assist with trade show coordination.	
	DePaul University , Chicago, IL	April 2008-Present
	Peer Advisor	
	Assist advisors, schedule appointments, advise students about course work and steps to graduation, and filing.	
ACTIVITIES & AWARDS	DePaul University , Chicago, IL	April 2008-March 2009
	Orientation Leader	
	Facilitated small student groups, assisted parents, worked with DePaul staff and my fellow peers to coordinate orientation programs, and office work.	
	Royal Office Products , Burr Ridge, IL	July 2006-December 2007
Customer Service Administrator Executive Assistant		
Designed spreadsheets, assisted and collaborated with coworkers, communicated with customers and vendors, worked directly with CEO.		
ACTIVITIES & AWARDS	Alpha Sigma Alpha Sorority member	2007-Present
	Deans List	2007-Present
	Alpha Sigma Alpha Philanthropy Chair	2007-2008
	Alpha Sigma Alpha Editor and Historian	2007-2008
	Alpha Kappa Psi Fashion Show	2007
	Student Ambassadors Fashion Show	2008
SKILLS	Conversational in French, Spanish, and Polish Proficient in Word, Excel, PowerPoint, Outlook, Visio, InDesign, Adobe Acrobat, Photo Shop, Internet Explorer, Safari, and People Soft.	
	References Available Upon Request	