

Tom Haverford

111-111-111 thaverfordd@gmail.com

SUMMARY Event enthusiast, bringing new vision and insight to teams and organizations. As a leader, I create collaborative, inclusive environments, and act as a catalyst to facilitate high performance initiatives. My success reflects my ability to engage others, take on new challenges, overcome obstacles and an ongoing ability to learn and grow.

EDUCATION **BA Marketing- George Fox University**
Study Abroad- The American University in Rome

EXPERIENCE **FRAUD REPRESENTATIVE INTERN | GENESIS FINANCIAL SOLUTIONS**
JAN 2018-PRESENT

- Track, investigate and assess claims of fraud and identity theft
- Communicate with clients and customers in a positive, friendly manner via phone, email and face to face interactions
- Manage ongoing client and customer relationships through
- Oversee data collection process and initial analysis of data

MARKETING REPRESENTATIVE-INTEL CORP | KELLY SERVICES
FEBRUARY 2014-PRESENT

- Collaborate with team to create and facilitate marketing event execution for Intel products and promotions
- Communicate with prospective customers and clients about various products and services offered by Intel Corp.
- Events include- Super Bowl City, ComicCon, Monday after the Masters, CMA FanFest, SXSW, PAX Prime, etc.

TRADE SALES SUPPORT | WILLIAM SONOMA INC.
JULY 2016-MARCH 2017

- Supported key processes for field sales representatives
- Created and implemented efficiency-focused procedural processes
- Provided exceptional customer service and support

ASSISTANT MANAGER | WINDROSE CONFERENCE CENTER
JULY 2013-JULY 2016

- Provided top down event management for groups, meetings, weddings, etc.
- Managed all aspects of service sales and customer relations

**ADDITIONAL
SKILLS**

Microsoft Office
Google Drive

Social Media Marketing
Budget Management