

Karl Kohler

karl.t.kohler@lawrence.edu (920) 832 – 0001 711 E Boldt Way SPC 999, Appleton, WI 54911

OBJECTIVE: Summer marketing internship in a manufacturing setting where sales and customer service experience would contribute to the success of the organization

EDUCATION: Lawrence University, Appleton, WI
 Bachelor of Arts, June 2010
 Major: English
 GPA: 3.5

HONORS: Named to Dean’s List – all terms
 Member, Omicron Delta Kappa – national honorary leadership organization

RELATED EXPERIENCE:

Marketing Intern Cystic Fibrosis Foundation, Appleton, WI 2009 – Present

- Created posters and brochures resulting in 50% increase in participation in activities
- Organized and publicized events to appeal to interests of varied groups
- Developed agendas for weekly meetings based on previous goals and input
- Responded to concerns of constituencies quickly and effectively
- Led meeting discussions addressing needs of public

Office Assistant Financial Aid Office, Lawrence University 2008 – Present

- Created publicity posters for student employment meetings
- Answered student and parent financial aid questions in professional and efficient manner
- Filed and organized confidential data to ensure accuracy
- Answered multi-line phones, provided necessary information to callers during high volume periods

Circulation Assistant Seeley G. Mudd Library, Appleton, WI 2007 – 2008

- Answered patrons questions on library materials, ensuring timely customer service
- Built positive relationship with patrons to keep library running smoothly
- Reorganized work space to increase efficiency of check out process

WORK EXPERIENCE:

Waiter	Perkin’s Family Restaurant, Appleton, WI	Summer 2007
Sales Clerk	Younkers, Appleton, WI	Summer 2006

ACTIVITIES:

LUCC Hall Representative (2008-2009)
LUCC Committee on Committees (2007 -2008)

TECHNICAL SKILLS:

MS Excel, Power Point, MS Word 4.0, MS Works, HTML