

ERIC D. SIMMONS

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P.O. Box 708 Little Rock, AR 72203 ▪ (501) 766-8162

PROFESSIONAL SUMMARY

Goal oriented team player with a strong work ethic seeking to utilize organizational, communication, marketing, and customer service skills in the field of business.

EDUCATION

Harding University ▪ Searcy, Arkansas ▪ Bachelor of Business Administration ▪ *Major Marketing* ▪ Class of May 2017

SKILLS AND ABILITIES

- Preparing formal presentations and presenting material to large groups.
- Supervising employees and youth activities.
- Strong communication and customer relation skills.
- Working with a team and effectively contributing.
- Completing projects, small or large, and seeing them through completion.
- Self-motivated and committed to achieving goals.
- Proficient in Microsoft Word, PowerPoint, Excel, Access; and videography.
- Developing Marketing Plans for small businesses.
- Assisting with event planning, including associated travel and logistical arrangements.

WORK EXPERIENCE

- **The Baker Group Event Management** ▪ Paid Intern ▪ Los Angeles, California ▪ April 2016 – June 2016
- **Lowes Home Improvement** ▪ Sales Associate ▪ Searcy, Arkansas ▪ May 2015 – August 2015
- **Chenal Valley Property Owners Association** ▪ Lifeguard ▪ Little Rock, Arkansas ▪ Summer Employment 2012, 2013 and 2014
- **Shields and Associates Landscaping** ▪ Landscaper ▪ Little Rock ▪ May 2014 – August 2014
- **Walmart** ▪ Cashier ▪ Little Rock, Arkansas ▪ December 2010 - August 2012
- **Donald W. Reynolds Boys and Girls Club** ▪ Activity Leader ▪ Fayetteville, Arkansas ▪ June 2009 – August 2009

HONORS AND ACTIVITIES

- Harding Football, Player
- American Marketing Association, Member
- Timothy Hill Children's Ranch Ministry, Missionary
- Whetstone Boys and Girls Club, Volunteer