

Casey Batie

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OBJECTIVE

Gain experience and opportunities in the business field

WORK HISTORY

1998-1999 Tutor, Student Academic Services Center, ISU

- tutor students with difficulties in core business classes
- assist students in the completion of assignments
- 16 hours a week while being a full-time student

1998-1999 Utility, Willamette Industries

- employed through a summer student program
- fully trained to set up during the absences of a full-time employee
- entered readings taken from hourly rounds onto computer
- maintained cleanliness of designated areas

1995-1997 Clerical Assistant, Home Mutual Insurance Company

- entered statistical information into company computer
- handled all mail leaving the business
- maintained customer files on a daily basis
- responsible for sending out newsletters

EDUCATION

Indiana State University, Terre Haute, IN 47809
Major: Marketing/Advertising
GPA: 3.79
Expected Graduation Date: May 2001

HONORS & ACTIVITIES

- Alpha Lambda Delta, member, 1997 to present
- ISU Academic Scholarship
- Dean's List, Fall 1997, Spring & Fall 1999