**Sarah J. Govs**

1521 Cumberland Ave. • Clarksville, TN 37042

931-595-0000 • [sarah.j.jones@gmail.com](mailto:sarah.j.jones@gmail.com) [www.linkedin.com/in/jgovs](http://www.linkedin.com/in/jjones)

**RELEVANT SKILLS**

*Sales*

* + Surpassed weekly sales quotas consistently
  + Earned “Top Sales Associate of the Month” honors on five occasions
  + Generated more than $2, 000 in goods and financial support from companies
  + Demonstrated ability to sell goods in three retail stores during the past three years

*Marketing/Promotion*

* + Increased sorority membership by 20% as Alpha Delta Pi Rush Chairwoman
  + Assigned to Junior Department buyer for six weeks, including trip to New York market
  + Designed and arranged award-winning displays for back-to-school promotions in Junior Department
  + Attended Atlanta American Marketing Association (AMA) regional conference and four Knoxville AMA chapter meetings
  + Participated in class project identifying East Tennessee market opportunities; used research to plan and implement a competitive marketing strategy

*Leadership*

* + Promoted from clerk/typist to salesperson after three months
  + Assisted store manager in orienting and assigning new employees
  + Coordinated eight sorority committees including public relations, risk management and ethical standards
  + Elected as sorority representative to Panhellenic Council and served as elected representative to Panhellenic National Convention

*Communication*

* + Conversational in Spanish
  + Wrote new employee training manual for all new sales associates
  + Selected to lead class presentation of marketing project results; team received only “A” given in section
  + Made cold calls and follow-up visits to vendors throughout the region to support sorority philanthropy events

**ACTIVITIES**

Global Leadership Scholars 20XX-Present

American Marketing Association 20XX-Present

Alpha Delta Pi Sorority 20XX-Present

**HONORS**

High Honors (four semesters)

Scholarships: University, HOPE, and Panhellenic

**EDUCATION**

**Austin Peay State University** Clarksville TN December 2017

*Bachelor of Science in Business Administration* GPA 3.5/4.0

**EXPERIENCE**

**Belk**, Memphis, TN *Sales Associate* May 20XX-Present

**Dillard’s Department Store**, Knoxville, TN *Salesperson* August 20XX-May 20XX

**Walgreens Drug Store**, Nashville, TN *Cashier* January 20XX-June 20XX