

# ANGELA L. SHELTON

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## Home Address

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## School Address

604 G Calhoun Street  
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## **OBJECTIVE**

To secure a full-time, permanent career opportunity with specific interests in marketing and sales

## **EDUCATION**

B.B.A., **Marketing**, May 2006

Minor: *Economics*

**Radford University**, Radford, VA

Self-financing significant portion of university expenses with monies from part-time jobs, full-time summer jobs, full-time academic year jobs, and student loans

## **RELATED WORK EXPERIENCE**

### **Coldwell Banker/Townside Realtors**

*Real Estate Advertising/Marketing Intern*

August 2005 – present

Blacksburg, VA

- Executed promotional strategies to attract potential clients to residential and commercial real estate properties including designing creative flyers, developing eye catching Microsoft PowerPoint presentations, etc.
- Utilize strong attention-to-detail skills to track title insurance, using Microsoft Excel, for office management purposes
- Partnered with real estate agents to show properties to potential clients in and around the New River Valley

### **Goodpasture, Purvis & Frackelton, PC**

*Loan Processor/Real Estate Assistant/Receptionist*

July 2001 – present

Fredericksburg, VA

- Serve as the initial point of contact, at a busy law firm, in meeting with clients, following up on paperwork associated with real estate closings, and carrying out administrative responsibilities
- Demonstrate poise and confidence when working with clients and handling multiple tasks simultaneously
- Recognized, as an effective team member by business clients, with praise and commendation resulting in repeat business and client referrals

## **OTHER EXPERIENCE**

### **Books-A-Million**

*Merchandising Assistant/Retail Sales Associate*

December 2004 – present

Christiansburg, VA

- Successfully market and promote periodicals, text books, newspapers, and other reading materials at a fast-paced book retailer resulting in increased sales and higher profit margins
- Utilize strong interpersonal communication ability to effectively build rapport and trust with clients resulting in repeat business

## **PROFESSIONAL SKILLS**

- Background in meeting with business clients and influencing them to purchase products and services
- Passion for developing and cultivating relationships with potential customers leading to closing the sale
- Proven leadership ability, in various stressful work settings, with the capacity to make sound decisions
- Well-developed oral and written communication skills utilized in the classroom and the workplace
- Adept at analyzing and interpreting data with the goal of informing professors and work supervisors of ways to solve challenging problems
- Proficient in the use of Microsoft Office software applications (Word, Excel, PowerPoint)