**Kaelee Wittrock**

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# Education

**The University of Iowa Graduated May 2014
B.B.A. in Marketing and B.A. in Dance**

**GPA: 3.57/4.0**

# Work Experience

**Professional Clothier**

**Dardis Academy**

**Iowa City, IA May 2014-Present**

* **Attended a one week seminar to learn the following professional skills: presentation and selling tactics, business writing, networking, and time and territory management.**
* **Implemented tactical skills to successfully run my own apparel business for 9 weeks.**
* **Forecasted goals of four presentations and 55 contacts per day to result in $10,000 in sales.**

**Front Desk Receptionist**

**Clear Channel Media and Entertainment**

**Iowa City, IA May 2013-May 2014**

* **Responded quickly to various emails, answered the phone, and greeted guests that come in for the KXIC morning show.**
* **Completed approximately 16-50 production orders for national commercials each day.**
* **Compiled sales revenue projections and various reports that were sent to the sales representatives and management staff.**
* **Scheduled 20-70 commercials for 12 stations every day.**

**Research Assistant**

**University of Iowa**

**Iowa City, IA May 2013-August 2013**

* **Replied to approximately 300-400 emails that asked for additional information, sign-up times, and questions regarding the study.**
* **Assigned over 100 people for the research study.**
* **Administered 70 experiments that consisted of one-on-one questions and receiving responses to questionnaires.**

**Additional Work Experience**

* **Retail Sales Associate at Wet Seal March 2014-Present**
* **Sales Associate at Gordman’s May 2012-October 2013**

# Extracurricular Activities

* Involved in Various Choreography Projects **Fall 2010-Spring 2014**
* Dance Marathon **Spring 2011**
* Member of Dancers in Company  **Spring 2012**
* Dancer in Dance Gala **Fall 2012**
* Member of Students In Advertising **Spring 2013**
* Dancer in Undergrad Dance Concert **Spring 2014**