

**STEVEN I. KNEEDAJOB**

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**Qualifications**

- Fluent in Spanish with nine years of experience overseas
- Experienced with Internet research, Microsoft Word, PowerPoint and Excel
- Skills in marketing presentations, networking with business professionals and organizing team projects
- Highly organized and motivated to prioritize and complete tasks
- Member of the Alpha Kappa Psi business fraternity
- Committee Chairman of the Council of Business Students at UCLA

**Education**

University of California, Los Angeles, CA  
**Bachelor of Science in International Business**  
3.7 GPA  
Date of Graduation: December 2002

**Work Experience**

**Computer Technician Internship** *Undergraduate Library, UCLA, Los Angeles, CA*  
September 2001 to December 2002

- Supervised computer lab and assisted students with Internet Research, PowerPoint, Word and Excel
- Organized and catalogued class syllabi and managed resources available to students
- Initiated projects and implemented programs including a new simplified search process for books in the library

**Sales Associate/Cashier** *Gap Inc., West Covina, CA*  
October 2000 to June 2001

- Won “sales associate of the week” award for most sales
- Responsible for setting sales goals and achieving them
- Duties included selling merchandise, working the cashier and answering phone calls
- Supervised the sales floor in absence of managers

**Sales Associate** *Sportmart, Arcadia, CA*  
September 1999 to July 2000

- Won “employee award” for signing up the most customers for the store credit card.
- Responsible for footwear sales and organizing footwear stock in inventory
- Supervised sales floor

**Activities and Honors**

- Physics Student of the Year Award
- Junior Varsity and Varsity Basketball, 3 years
- Gained 14 units of Spanish credit and 3 units of Algebra credit through CLEP Exams
- Graduated from a four year university in two and a half years