



## Experience

### Jr. Advertising Copywriter - Big Brand NYC (June 2003 - Present)

- Spearhead weekly creative meeting with a team of 9 in an effort to encourage open dialogue and foster a collaborative environment.
- Own key projects and balance 8-12 jobs at a time
- Primary focus on creative copy / brand evolution, infographics, PR and blog imagery, print materials
- Kickoff-scheduling of incoming projects
- Traveled to Los Angeles to art direct our corporate photoshoot

### Advertising Intern - Big Brand NYC (January 2003 - June 2003)

- Created copy for global company B2C campaigns
- Balanced 4-8 jobs at a time
- Primary focus on supporting sales with print materials and pitch decks across all business units of a global company

### Procurement Manager - IT Company Tulsa (Nov. 2002 - Dec. 2002)

- VP of Statistical Analysis for a large-scale corporation
- Oversaw and approved all data reconfiguration reports
- Transfer hundreds of lines of analog information to digital records

### Processing Manager - IT Company NYC (January 1994 - Nov. 2002)

- Created and analyzed ANUS reports (annual net usage statistics)
- Handled and presented all WENUS reports (weekly estimated net usage systems)

### Data Processor - IT Company NYC (June 1992 - January 1994)

- Managed partnerships with clients
- Performed data entry work as part of a larger data entry system

## Freelance/Other

### Financial Advisor (1994-2003)

- Learned the value of money at a young age
- Created multiple savings accounts for future use
- Received a \$7k Phoebe-Boufay Anti-Smoking Scholarship

### Way/No Way Band Member (1988-1991)

- Supported the internal marketing and advertising department
- Lead Lyricist for "Emotional Knapsack" and "Betrayal in the Common Room"

## Education

Columbia University  
Bachelor's Degree  
Business

## Awards

CLEO - 2009  
Big Brand Campaign NYC

Best WENUS - 1995  
IT Company of Yesteryear

## Skills

Microsoft Office

Adobe CS

Typography

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☎ 317-660-2160

📍 Pawnee, Indiana

🌐 [MsKnope.com](http://MsKnope.com)



My name is Leslie Knope. I am a passionate, over-achieving government employee who believes the government's #1 job is serving the people. By pairing the right people with the right messaging at the right time, the parks department and your local government can make the world a better place for everyone! I have met Joe Biden, and one day I will become the first female President of the United States.

## Experiences

January 2009 – Present

### Deputy Director Parks Department

City of Pawnee, Indiana

- Served on several committees: Equal Opportunity Committee, Fun in the Sun Committee, Clean Restroom Task Force, Handicapped Restroom Task Force, Task Force to Reduce the Number of Public Restrooms, Committee for Repainting Handicapped Parking Spaces, and others
- Served as a positive female role model and advancer of gender equality/feminism for girls of all ages
- Executed the most successful Pawnee Harvest Festival of all time overcoming an old Indian curse
- Raised several hundreds of thousands of dollars for charity and projects like the future park at Pawnee Commons, Unity Concert
- Created the smallest park in the city
- Declared one of the new founders of the new town of Pawnee
- Heroically filibustered for several hours to win the citizens of former Eagleton voting rights

### Author

Pawnee: The Greatest Town In America

### City Councilor

City of Pawnee, Indiana

- Saw several people caring loudly during multiple city council meetings
- Believed in the people and the city of Pawnee even when they didn't believe in me

## Awards

March 2010

### Woman of the Year

Indiana Organization of Women, Pawnee

## Education

BA Environmental and Public Affairs

Summa cum Laude

Indiana University

Bloomington, Indiana

## Languages

English (Native)

Eagleton (Proficient)

## Tools

Microsoft  
Word  
PowerPoint  
Excel  
PerfectMind  
Scrapbooking

## Skills

Positivity  
Recycling  
Book Writing  
Leadership  
Horticulture  
Public Speaking



## Memberships

Model United Nations  
Debate Club  
Mock Trial  
Young Independents  
Young Democrats  
Young Republicans  
Drama Club

## Hobbies



# DWIGHT K. SCHRUTE

REGIONAL MANAGER + BEET FARM OWNER



## PORTFOLIO

[WWW.SCHRUTEFARMS.INFO](http://WWW.SCHRUTEFARMS.INFO)  
PASSWORD: BEETS

## EXPERIENCE

### REGIONAL MANAGER

DUNDER MIFFLIN CO., INC., SCRANTON, PA  
A DIVISION OF SABRE  
2005-PRESENT

#### 2013-PRESENT REGIONAL MANAGER

- SALES TEAM SUPERVISION
  - Presented with Employee of the Month every month since July 2009 for high sales results and dedication to all rules and procedures in every aspect.
- ROLE MODEL
  - Never been sick due to a perfect immune system bred from superior genes. Cells regenerate at twice the speed of a normal man. 80% faster than all snakes.
- MOTIVATIONAL SALES COACH/MENTOR TO UNDERLINGS
  - Willingness to do anything to close a sale, continual inspiration to employees. Future-predicted to outperform sales goals of man and machine.

#### 2011-2011 ACTING BRANCH MANAGER

- Implemented office redesign process to intimidate my enemies
- Instituted and created Schrute Bucks reward system, raising office morale
- Time card management system implemented, increasing payroll accountability
- Created copier code and color coding systems for heightened security/efficiency
- Established anti-robot trust policy
- Oversaw order efficiency: every order went out on time in 1st week on the job

#### 2001-2013 SALES REPRESENTATIVE ASSISTANT (to the) REGIONAL MANAGER

- Closed more sales with more U.S. dollars than any other employee
- Regional Management's right hand, reporting on employee conduct/productivity
- Enforced "The Rules (Policies and Procedures) Manual"
- Vanquished customer resistance through merciless jackhammer-like techniques
- Beat the machine-based sales robot on its 1st day

### OWNER/ENTREPRENEUR

SCRANTON BUSINESS PARK, SCRANTON, PA  
JUNE 2009 • PRESENT

- Amenities opened: daycare, coffee shop, state-of-the art gym
- Properties manager and expert key holder
- Implemented fire safety protocol
- Reduced toilet paper and other related office expenses

### BEET FARMER/OWNER/GENERAL MANAGER

SCHRUTE FARMS, HONESDALE, PA  
JAN 1977 • PRESENT

- Operate and maintain 9-bedroom/1-bathroom agrotourism bed and breakfast
- Increased profits by adding event services for weddings, corporate garden parties
- Created fine accommodation themed rooms: "America," "Irrigation," and "Nighttime"
- Controller of excellently rated TripAdvisor social media

## SKILLS

### CREATIVE

- Fresh Butter Statue Sculpting
- Manure Dodge Ball
- Beet Syrup and Wine Making
- Table Making

### MANAGEMENT

- Lackawanna County Sheriff's Deputy (Volunteer)
- Notary Public
- Beet-Related Agrotourism
- Mentor of Underlings

### SOFTWARE + TECHNICAL

Proficient in:

- Pre-Industrial German
- Religious German
- Goju Ryu Karate (Purple Belt)
- Goose Butchering
- Martial Arts Weaponry
- Contract Negotiation
- PC/Fax Machine

Experience with:

- Security Guarding
- Fire Safety
- Dueling
- Paintball
- Laser Tag
- Shunning
- Kidney Stone Pulverizing
- Table Tennis
- Germ and Virus Resistance
- Twin Embolisation
- Crossbow
- Food Service Management
- Vehicular Escorting

## EDUCATION

### PENN STATE

Bachelor's Degree  
Business Administration

### AWARDS

Salesman of the Month  
2004 (3-Time Winner)  
Salesman of the Year 2005