

# Brenda I. Bedolla

10960 Mechanics Way  
Mira Loma, CA 91752

Cell: (909) 851-9819  
bedollab@hotmail.com

- EDUCATION**    **Bachelor of Science, Business Administration**    June 2003  
University of California, Riverside
- Related courses include: Consumer Behavior, Marketing Institutions, Marketing in a Global Environment, Marketing, Advertising, and Marketing Research.
- EXPERIENCE**    **Marketing Assistant**    July 2003  
t-ORB, Ontario, CA    to Present
- Produce newsletters, brochures and press releases.
  - Coordinate consumer trade shows.
  - Marketing research for direct marketing campaigns.
- Internship**    January 2003  
Make a Wish Foundation, Riverside, CA    to June 2003
- Acquire knowledge of organization for eventual newsletter publication.
  - Update and maintain children's documents.
  - Fax documents to doctors for eligibility of child's wish.
- Sales Associate**    November 2002  
Mervyn's, Riverside, CA    to Present
- Conduct cash and credit sales transactions.
  - Sell and open customer charge accounts.
  - Provide excellent customer service.
- Volunteer Teacher Assistant**    September 1995  
Sacred Heart Catholic Church, Riverside, CA    to Present
- Assist in teaching Catechism classes.
  - Organize Church activities such as retreats and other special events.
  - Produce newsletters, posters, and flyers for the Youth Group.
- COMPUTER SKILLS**    MS Word, Excel, FrontPage, Publisher, PowerPoint, Access, Internet, Adobe Photoshop.
- LANGUAGES**    Bilingual - Spanish
- HONORS AND ACTIVITIES**    Chancellor's and Dean's Honor List  
Member, Golden Key International Honour Society  
Member, American Marketing Association
- REFERENCES**    Available upon request