

Heather R. Lewis

Objective	To obtain a position in marketing, copywriting or editing.		
Experience	2001-2006	Ozark Cooperative Warehouse	Fayetteville, AR
	Publications Coordinator		
	<ul style="list-style-type: none">▪ Coordinated and contributed to all written publications and web-based marketing materials during all stages from initial concept to finished product.▪ Maintained rigorous schedule with graphic designer, printers, and transporters.▪ Increased sales by developing advertisements and marketing materials, and suggesting new products.▪ Worked closely with manufacturers to develop marketing strategies specific to the natural foods customer base.▪ Assisted Board of Directors with various administrative tasks.▪ Maintained multiple database applications, including mass email, product information, and customer and manufacturer records.		
Experience	2000 – 2001	Wal-Mart Stores	Fayetteville, AR
	Cashier		
	<ul style="list-style-type: none">▪ Handled monetary transactions, returns and exchanges.▪ Assisted customers.		
Experience	1998–2000	Hampton Inn & Suites	Springdale, AR
	Guest Services Representative		
	<ul style="list-style-type: none">▪ Performed check-in and check-out duties.▪ Made reservations and assisted guests with travel arrangements.		
Education	1998 – 2002	University of Arkansas	Fayetteville, AR
	<ul style="list-style-type: none">▪ B.S., Dietetics and Human Nutrition, Minor in Psychology▪ Graduated Cum Laude		
Skills	Proficient in Microsoft Office applications, including Access, Excel, Outlook, Publisher, and Word; ftp/electronic data transfer; invoicing/billing; reconciling accounts; composing ad copy, articles, and recipes; editing/proofreading; event planning; detail oriented.		
References	Available upon request.		