

To whom it may concern,

My name is Jerod Kelly and I am interested in a career position within business administration.

I have a Bachelor in Business Administration and Law, from Western Carolina University, which is located in Cullowhee, NC, USA. I have a wide range of knowledge from my studies, which include Administration and business strategy; with emphasis on real-life company cases. Where I took a real company and helped them on problem solving and developing business solutions. My work experience includes working as a janitor since from ages 14 to 24. I also worked in fast-food restaurants from age 18-24. I have little experience in administration but I have worked in satisfying customer needs and providing excellent customer service through the internet, on telephones and in person. Throughout my education, work experience and my participation in various teams' sports like American football and track & field, where I was a two time all-conference Track and field athlete and Champion, I learned that teamwork is essential and necessary to meet targets and deadlines. Being self motivated and working on my own comes naturally. I take it as an advantage to have been employed my entire college career. I know the food industry really well and my volunteer work with children and the homeless allows me to bring my best business ethics wherever I go. I recently moved to Sweden to further my work experience and gain more understanding of the differences in culture and way that organizations operate. I'm a hard worker and I work well in a fast paced environment and I expect to contribute with my customer service experience and organizational skills.

I look forward to meeting you.

Sincerely,

*Jerod Kelly*



# Jerod Kelly

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## Objective:

Seeking a position that enables me to use my Administrative and leadership skills

## Profile:

- Hardworking, determined, self-motivated
- Excellent communication and listening skills
- Language (English) Learning Swedish now as second Language
- Flexible
- Team player

## Education:

Western Carolina University  
Sylva, NC  
Bachelor of Science in Business  
Administration

(BSBA) 2004-2007 and 2010-2011  
Major in Business Administration and Law

Page High School  
Greensboro, NC  
High School Degree  
2000-2004

## Work experience:

Jersey Mike's Subs (Sandwich maker) 2000-2002

Customer service, Making and selling Subs

Warren's Janitorial (Janitor/Supervisor) 2002-2010

Supervisor of a crew of three

Cleaning Buildings and Stores; Best Buy, Lowes Food, Gold's Gym, Great Stop Gas station,  
Circuit City

Aramark Food Services (Cook ) 2008-2010

Worked in the Campus Diner cooked daily foods 2008

Worked at McAlister's Deli, making salads and sandwiches 2009-10

## Achievements and activities:

- Played High School football
- Ran High School Track and field
- 2004 High school State runner up North Carolina
- High School Choir 2002-2004
- High School Vocal ensemble
- High School Honour's Choir
- High School State Choir
- Voluntary work with young children at Cornerstone Tabernacle Summer 1998-2004  
Leadership was my main focus. Created the churches first day-care and children's church

- Voluntary work with Campus Service learning program 2006-2011 Communication skills and Leadership skill
- Track and Field Athlete 2004-2007
- Southern Conference Indoor Track and field Team Champion 2005
- Southern Conference Outdoor Track and Field Team Champion 2006
- 2 time All-Southern Conference team (2005-2006)

**Reference:**

Robert F. Mulligan, Ph.D.

Professor of Economics

Department of Accountancy, Finance, Information Systems, and Economics in USA

Forsyth Building (828) 227-3329

mulligan@wcu.edu

Michael Moore

Manager

Aramark food services WCU, USA

Courtyard Dining (828) 227-7055

David Warren

CEO of Warren's Janitorial, USA

(336) 965-3373

