

VICKI VULCAN

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OBJECTIVE:

A management trainee position in retail merchandising

EDUCATION:

University of Hawaii at Hilo

May 2003

Bachelor of Arts in English

GPA: 3.46

BUSINESS SKILLS:

Retail Sales and Sales Management Experience, Bilingual Japanese/English, Conversational Spanish, Proficient in use of IBM-PC; Familiar with Macintosh operating system, and Extensive experience with Word Perfect and PageMaker.

EXPERIENCE:

Assistant Manager

ISLAND FURNITURE, Hilo, Hawaii

2000-Present

- Schedule and supervise a staff of seven employees.
- Increase sales volume by 25% in a period of six months

Program Coordinator

NATIVE HAWAIIAN EDUCATION PROJECT, UH HILO

1998-2000

- Trained 15 new volunteers to work with at-risk elementary school children
- Wrote, compiled and edited a twenty page manual for training volunteers
- Expanded the program to include five additional elementary schools

HONORS & ACTIVITIES

- Deans List 2003
- Program Director,, UH Hilo Business Investment Society 2002-2003