

Jenna Terzulli

Objective	To obtain a position where I can gain experience while working toward my degree in business administration as well as strengthen my knowledge of the business world.		
Experience	2002-2006	V & V Creative, Ent.	Richmond, VA
2002-2006	Accountant		
	<ul style="list-style-type: none">▪ Responsible for receiving and sorting employee's payroll documentation for independent contractors for the marketing department▪ Input information into V & V's online data-base▪ Processed information and documentation for payment of employees		
	Account Manager		
	<ul style="list-style-type: none">▪ Received jobs from clients and input them into V & V's system▪ Delegated assignments to coordinators▪ Assist in solving problems with clients and coordinators		
	Shipping Manager		
	<ul style="list-style-type: none">▪ Sent out contracted employees' paperwork▪ Sent out kits to event personnel▪ Worked with UPS and FedEx to assure the punctuality of kits and paperwork		
May 2003- Oct. 2003	May 2003- Oct. 2003	Paramount's Kings Dominion	
	Life Guard		
Education	2005- Present	Virginia Commonwealth University	Richmond, VA
	<ul style="list-style-type: none">▪ Sophomore, currently double majoring in Business Administration and Spanish▪ Graduated 2005 Lloyd C. Bird High School Chesterfield, VA▪ Advanced Diploma and Member of the National Honor Society▪ Received several academic achievement awards		
Further Experience	Boys and Girls Club of America		
	<ul style="list-style-type: none">- Coordinated "Power Hour" for the children- Mentored the children- Feed and Entertain the members		
	Richmond SPCA		
	<ul style="list-style-type: none">- Feed the animals- Walk the dogs		

- Entertain the animals
- Council prospective adopters

Christmas Mother

- Organized the clothes, presents, and food
- Helped customers shop for items
- Translated for Spanish-speaking customers

References Available Upon Request