**Eric L. Zeitlin**

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* **Direct link to Online Portfolio**: <http://elzeit11.wix.com/eric-zeitlin>

**Objective**: Seeking employment in the communications and business industry in the Chicago-land area.

**Education:**

* Bachelor of Arts in Public Relations, May 2015~ Saint Mary’s University of Minnesota.
* GPA: 3.1/4.0

**Experience:**

**Head Coach - Oak Park Ice Bears Youth Hockey Program - August 2015 - Present (Oak Park, IL)**

* Teach proper passing, shooting, stickhandling, skating, and other key hockey fundamentals.
* Lead informational meetings and maintain constant communication with parents and players.
* Responsible for all practice and game scheduling for a seven-month season.
* Create and execute team objectives in an effective and positive manner.

**Tele-counselor - Admissions Office of Saint Mary’s University - October 2013 - May 2015 (Winona, MN)**

* Calling on prospective high school students, providing them with knowledge of the University.
* Remaining positive and energetic in listening to students’ needs and expectations.
* Achieve a daily goal set by supervisor for specific number of calls per day.
* Personally responsible for persuading students hesitant to enroll in the University.

**Student Ambassador - Saint Mary’s University - September 2011 -May 2015 (Winona, MN)**

* Requires perspective from a current student to reflect honest and true information about the University.
* Responsible for hosting students overnight, giving tours, and participating in panels.
* Marketing and selling the benefits of attending the University.
* Communicate with supervisor, potential students, parents and faculty in an effective manner.

**Sales Associate - Provo’s Bakery - June 2011 - August 2011 (Chicago, IL)**

* Effectively communicated with customers to showcase products and offerings.
* Utilized time management skills to keep an organized workspace and assist customers.
* Planned and executed marketing strategies to increase sales for the bakery.
* Exceeded daily and weekly sales expectations set by supervisor.

**Internship:**

**Marketing/Sales Intern - Dardis Academy – (Summer 2014) (Chicago IL)**

* Completed 35 hours of executive level training from CEO, Greg Dardis.
* Created an effective, professional presentation to market Men’s Apparel to potential clients.
* Networked and established customer base through multiple outlets including cold calling.
* Finished in the top 10 among all interns for overall sales.

**Activities**:

* Member of the Public Relations/Business Club. September 2011 - May 2015
* Member of the Student Senate. September 2014 - May 2015
* College Athletics: Men’s Hockey Program. September 2011 - 2014
* CPR Certified. June 2011 - August 2015

**Volunteer:**

* Wounded Warrior Project--- Cook County Soldier Ride. June 2015
* Mission of Our Lady of the Angels---Food/Clothing Drive. June 2015-present
* Comboni Missionaries---Annual Pig Roast Benefit Dinner. August 2015
* Bogey Bash---Saint Mary’s Alumni Event. August 2015

**References’:**

* Available upon request.

**Writing Samples’:**

* Available upon request.