

Nina E. Hunt

4137 Guston Pl.
Gahanna, OH 43230
330-329-3914
Hunt.383@osu.edu

Education:

The Ohio State University	Columbus, Ohio
Bachelor of Science in Business Administration	March 2010
Major: Operations Management, emphasis on Purchasing	GPA: 3.3

Work Experience:

Limited Brands, Reynoldsburg, Ohio

Bath & Body Works Direct, Web Operations Intern June 2008-January 2009

- Executed creative roll-out of web site refreshes
- Coordinated and executed pricing and promotional updates to web site
- Worked with cross-functional partners on customer surveys and projects
- Organized information and timelines in the development of web site using Microsoft Office
- Researched and developed social networking recommendations for summer project
- Led a planning component in a weekly review meeting with cross- functional partners

Proline Hidden Fence, Delaware, Ohio May 2007-June 2008

Secretarial Position

- Coordinated preparation of proper documentation and delivery of customer orders
- Increased sales by \$10,000 + a month
- Handled accounts payable process and preparation of documents and checks
- Responded to customer questions and complaints concerning their accounts

Hudson High School, Hudson, Ohio October 2006-March 2007

Varsity Gymnastics Asst. Coach

- Developed leadership skills by supervising and overseeing gymnastics team
- Organized and put together paperwork for competitions using MS Office
- Supervised and scheduled practices

Extracurricular Activities:

Purchasing & Supply Management Association March 2009- Present
President

American Marketing Association, Columbus, Ohio January 2008- June 2009
Marketing Committee
2008 Pancakes for Parkinson's fundraiser

The 94th Aero Squadron, Gahanna, Ohio May 2007-Present
Waitress
Softball team, March 2009 –July 2009

Cuyahoga Falls General Hospital, Cuyahoga Falls, Ohio October 2005- January 2006
Volunteer Care Giver

Akron Five-Points Head Start, Akron, Ohio January 2006-April 2006
Volunteer Child Supervisor