

# Adam Rardin

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**EDUCATION:** University of Oregon, Eugene, Oregon, and Graduated with overall GPA 3.50  
**Bachelor of Arts in Romance Languages**, Minor in Japanese – June 2006  
**Bachelor of Science in Business Administration**, Marketing – June 2008

**SKILLS:** Fluent in Spanish, conversational French, conversational Japanese, conversational American Sign Language. Proficient in MS Office Suite and Adobe Creative Suite 3 on PC and Macintosh platforms.

**EXPERIENCE:** **Store Manager/Marketing Coordinator**, 2006-2007, Oct. 2008-Present  
*London Hair Salon & Spa, Eugene, OR*

- Collaborated with team members in fast-paced environment to address direct customers' needs and troubleshooting.
- Managed inventory, client appointments, store revenue records and performed gift certificate audits to ensure store integrity.
- Coordinated all marketing efforts with a high level of success.
- Created original logos, website designs and advertisements.
- Sales leader and trainer: Creatively engaged employees to increase sales and selected to train co-workers in sales techniques.
- Increased business and traffic, despite economic conditions.

**Head of Communications**, August 2007-September 2008

*Collegiate Christian Fellowship, Eugene, OR*

- Coordinated all marketing and communications between five separate teams within college organization.
- Managed a team of eight volunteer subordinates in a variety of communication efforts, including event marketing, video campaigns, viral marketing, direct mailing, and word of mouth campaigns.
- Achieved four degrees of separation with handout design within 24 hours.
- Designed and printed professional-quality media within limited budget.
- Successfully increased pre-registration for retreat event by 50% via a viral video campaign.
- Implemented structured group activities at weekly meetings, through organization, compiling needed materials, and planning.
- Lead team of 11 on a missions-team trip to Bolivia in August 2008.

**Personal Banker/CSS**, May 2007-Oct. 2008

*Pacific Continental Bank, Eugene, OR*

- Promoted from Client Service Specialist in May 2008.
- Used language skills to communicate in a professional manner with a wide variety of clients.
- Provided exceptional service to every individual client.
- Demonstrated high levels of performance through speed and efficiency and selected by management to take on special projects.
- Adapted to various priorities by multi-tasking between customer and operational needs.
- Handled large amounts of confidential information.

**ACTIVITIES:** Graduated from Sheldon - International High School in 2003.  
Traveled internationally throughout Europe, studied abroad in Mexico.  
Avid coffee drinker that enjoys food, photography, and friends.