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**Permanent Address**  
P.O. Box 515  
Groesbeck, TX 76642  
(254) 729-2508

# T A R A R A S C O

*tarashea85@neo.tamu.edu*

**Current Address**  
400 Southwest Pkwy 311  
College Station, TX 77840  
(979) 218-9268

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## OBJECTIVE

**To Acquire an Internship in the Distribution Industry, Summer 2007  
Seeking Full-Time Career in the Field of Industrial Distribution, May 2008**

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## EDUCATION

**Texas A&M University**  
*Bachelor of Science in Industrial Distribution*  
GPR 3.742

**College Station, TX**  
*Graduation: May 2008*

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## WORK EXPERIENCE

### **Bray Controls**

*Purchasing/Production Intern*

- Planner/buyer for one of company's biggest vendors
- Entering issues/generating sales orders/creating and maintaining purchase orders
- Reset min/max and safety stock levels for hardware stocking program
- Led team to conduct intensive project to increase efficiency of stocking program with hardware vendor

**Houston, TX**  
*June 2006-Present*

### **Groesbeck Independent School District**

*Substitute Teacher and Administrative Assistant*

- Inspiring and instructing students grades kindergarten to 4<sup>th</sup> Grade
- Everyday administrative duties required by administrative office

**Groesbeck, TX**  
*May 2004-Present*

### **Buck's Pizza**

*Daytime Manager/Deliverer/Server/Cook*

- Extensive public interaction and customer service experience
- Delivery driver responsible for all delivery funds
- Trained new employees in daily procedures
- Stock and check inventory on weekly basis

**Groesbeck, TX**  
*April 2001-May 2005*

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## LEADERSHIP EXPERIENCE

### **Professional Association for Industrial Distribution (PAID)**

*Career Fair Officer, Fall 2006-Present*

- Recruit companies to attend the PAID Career Fair; involves cold calling over 50 companies.
- Organize networking social preceding Career Fair.
- Accommodate the needs of companies attending the fair

*Fall 2004-Present*

*Maintain contact with industry and students through events promoting Industrial Distribution*

- 2004-2006 Distinguished Member (1 of 26 out of 400 members)
- 2004-2006 Mentor/Mentee Participant
- 2005-2006 Career Fair Team Leader
- 2005 Kilowatt Cookers Volunteer

### **Sigma Delta Honor Society**

*Secretary*

- Top 10% of Industrial Distribution Students
- Handle all secretarial functions of the organization

*Fall 2006-Present*

### **National Society of Collegiate Scholars/Phi Eta Sigma**

- Honor society for academic excellence and the promotion of community involvement
- 3.5-4.0 minimum grade point average required

*Spring 2005-Present*

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## HONORABLE DISTINCTIONS

**Dean's List, Dwight Look College of Engineering**

*Fall 2004, Spring 2005, Spring 2006, Fall 2006*

**Thomas and Joan Read Industrial Distribution Scholarship**

*Fall 2005- Spring 2007*

**NEDA student representative for Texas A&M University (Las Vegas)**

*May 2006*