

Michael B. Maine

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objective I am seeking an opportunity to develop my professional skills in writing strategic planning, communication, research, and analysis.

education **Bachelor of Arts in Business** (Minors in Communication and Sociology) May 2007
Southwestern University Georgetown, TX

sales/management experience

2010 - present San Antonio, TX	Marketing Manager Interlex Communications, Inc. <ul style="list-style-type: none">• Project management of new business initiatives and corporate and government proposal responses• Strategic development of marketing campaigns for new and previous existing clients• Perform market research and collaborate directly with CEO and COO regarding changes in various market places
2008-2009 San Antonio, TX	Investment Service Representative USAA Investment Management Services <ul style="list-style-type: none">• Facilitate the financial security of members by providing sound financial advice• Handle day-to-day transactions of investment accounts for both individual and institutional clients
2007-2008 Austin, TX	Financial Advisor Waddell & Reed, Inc. <ul style="list-style-type: none">• Prospect and evaluate the financial positions of clients• Create a fee-based financial plan to help them reach their goals
May 07 – Aug 07 Austin, TX	Small Business Owner Maine Street Mobile Entertainment <ul style="list-style-type: none">• Founded and operated successful small business while pursuing full-time undergraduate college education• Sold custom computers and car electronics• Created website for business (e-commerce functionality)• Provide disc jockey services• Learned to secure vendors and suppliers and find and market products and services to niche market• Handle business-to-business transactions and communication

business research experience

2009-present Santiago, Chile	Research Associate International Business Strategist Albagli Zaliasnik <ul style="list-style-type: none">• Research international trademarks and discover possible trademark infringements• Develop the international marketing strategy utilizing new media, public relations, and print
2007 Georgetown, TX	Business Consulting Project: The Caring Place Dr. Don Parks, Southwestern University <ul style="list-style-type: none">• Worked in a five member team environment to tackle an imminent concern• Faced the question of whether or not it would be feasible for TCP to handle on-site child care• Researched the business model and available resources• Researched and communicated with several similar organizations and child care organizations• Performed SWAT analysis and concluded that child care may be an option in the future but was not recommended at the time of research• Wrote and presented the data to The Caring Place
2006 Georgetown, TX	Independent Research Project: TCM: Management of Today Dr. Don Parks, Southwestern University <ul style="list-style-type: none">• Researched TCM (Total Control Management) in contemporary business• Wrote six-page paper explaining how implementing controls in manufacturing and management processes can dramatically increase efficiency and allow for focus and energy to be used in other aspects of business, thus increasing business' chance of being successful and better able to adapt to business and constituent needs
2005 Georgetown, TX	Independent Research Project: Relationship Marketing Dr. Don Parks, Southwestern University <ul style="list-style-type: none">• Researched relationship marketing by studying history of Ben and Jerry's Homemade Ice Cream, Inc.• Wrote 10-page paper describing Ben and Jerry's managerial history, focusing on marketing triumphs and failures• Investigated how company created a following of loyal customers by building relationships through ice cream, creating jobs and community involvement

other experience

<p>2008 San Antonio, TX</p>	<p>Global Mind Frame Independent</p> <ul style="list-style-type: none"> • Came up with concept • Design the website and implementing web 2.0 features • Manage all marketing, financial, and administrative efforts • Create and edit content that is presented on the site
<p>Summer 2006 Guanajuato, Mexico</p>	<p>Study Abroad: Mexico Universidad de Guanajuato</p> <ul style="list-style-type: none"> • Studied Culture and language in a university setting • Experienced Mexican culture first hand living with a host family • Participated on various excursions visiting several locations in Mexico and learned about various cultures • Immersed myself in a community of people who spoke only Spanish
<p>Summer 2005 Esperanza, Honduras</p>	<p>IT Project Southwestern University</p> <ul style="list-style-type: none"> • Provided, installed, and troubleshot PC computers in elementary schools in the area free of charge • Visited cultural events • Provided customized solutions to help in the technological development and interaction of students
<p>2003 – 2004 Georgetown, TX</p>	<p>Career Services Student Associate Career Services, Southwestern University</p> <ul style="list-style-type: none"> • Recorded data accurately and in timely manner using MS Access and Excel to track all interactions of campus career center with individual students and alumni • Followed detailed directions • Helped with other projects, including preparing for and setting up special events and contacting alumni via telephone to request information • Provided general administrative support, including copying, faxing, answering telephone, etc.

skill set

Licenses:	Series 7 Series 66 Group 1	(General Securities License) (Financial Advisory License) (General Life/Health Insurance License)
Computer Software:	Microsoft Office (Word, Excel, Access, Entourage, Outlook, PowerPoint); Adobe Photoshop, Acrobat; Macromedia Dreamweaver, Flash, QuickBooks, Accounting Software, Financial Planning Software, Mac OS, Windows OS	
Computer Hardware:	Experience building desktop computers from component level, custom-suited to clients' specific needs	
Language:	Spanish - Advanced proficiency in reading, writing, and speaking	

honors + activities

Intellectual Carriers of Enlightenment (ICE), Southwestern University, 2004 – 2007 (President, 2006 – 2007)
 Latinos Unidos, 2003 – 2007 (Treasurer, 2005 – 2007)
 Men's Intercollegiate Track and Field Team, Southwestern University, 2003 – 2007 (Captain, 2006-2007)
 Emcee, Announcer and Deejay, various events, Southwestern University, 2005 – 2007
 James D. Wright Award for Entrepreneurship, 2005 (Award Selection Committee, 2007)
 Community Chest, Southwestern University, 2005 – 2006