

# Brigitte Cronkwright

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4 Breeghle Lane Bella Vista, AR 72714  
479-876-2264  
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**Objective:** To obtain an Internship or summer job in Human Resources for summer of 2009

## Summary of Qualifications

Communication and Management  
Team Building  
Fiscal Management and Accounting  
Skilled in Word, Excel, Access and PowerPoint  
Fluent in German, conversational in Spanish and French

## Professional Experience

|  |                        |
|--|------------------------|
| Health Consultant, Bella Vista, Arkansas                           | 1999-Present           |
| Homemaker  | 1990-1999<br>1977-1989 |
| Eucron & Company, Stuttgart, Germany<br>Office Manager.            | 1990                   |
| Robert Bosch GmbH, Stuttgart, Germany<br>Human Resource Management | 1970-1977              |

## Education

|  |                             |
|--|-----------------------------|
| NorthWest Arkansas Community College, Bentonville, AR<br>Associate of Applied Science Degree,<br>Business Management, Retail Option<br>Anticipated graduation date | 2008-present<br><br>12-2009 |
| Chamber of Commerce and Industry, Stuttgart, Germany<br>Three-year degree in Business Administration   | 1965                        |

## Mentors at Wal-Mart

|   |              |
|---|--------------|
| Ramon Portillo, Sr. Director Communication Insights<br>Mariana Brugger, Vice President Human Resources NE | 2008-Present |
|---|--------------|

## Involvement at NWACC in:

|  |              |
|--|--------------|
| Rotaract, Vice President<br>Retail Leadership Society, Change Mgmt Officer<br>Phi Theta Kappa International Honor Society<br>SIFE (Students International Free Enterprise) | 2008-Present |
|--|--------------|

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February 18, 2009

RE: Internship in Human Resources in summer of 2009

Dear Selection Committee Members,

I am enclosing a copy of my resume for your review and consideration for the position of an Intern. I am currently enrolled at NorthWest Arkansas Community College pursuing my Associates of Applied Science Degree in Business Management, Retail Option, and will graduate in December of 2009.

You will note that for the past seven years I have been working from my home as a Health Consultant teaching individuals about various healthy ways to improve their quality of life by eating better, exercising, and becoming active. I have an exceptional ability of identifying the customer's needs and I am able to provide positive results.

I believe that my strong leadership and communication and interpersonal skills will be an asset to your organization. I consider myself a team player and I enjoy multi-tasking and meeting deadlines. I possess strong work ethics and I take pride in going above and beyond the call of duty to meet the organization's goals and objectives.

I welcome the opportunity of visiting with you to further discuss my skills and qualities. I may be reached at 479-876-2264 or via e-mail at [bdcronkwright47@aol.com](mailto:bdcronkwright47@aol.com). I look forward to hearing from you.

Sincerely

Brigitte Cronkwright