

# JAMES E. SALTER

## OBJECTIVE

Entry-level position in Marketing or as a Project Manager utilizing my business education, communication skills, and leadership abilities

## PROFESSIONAL EXPERIENCE

1999-2005 Springboard Consulting Inc.

### *Financial Manager*

- Responsible for complete wealth management
- Negotiated and evaluated construction contracts
- Monitored and directed nine educational programs
- Formulated and implemented marketing budget

1999-2001 Law Offices of Renee M. Marcelle

### *Legal Secretary for Divorce Attorney*

- Researched and wrote internal memos
- Coordinated cases for trial
- Conducted legal research
- Systematized legal documents

1999-2003 Dominican University of California

### *Fitness Center Manager*

- Complete responsibility for employee training and athletic event scheduling
- Selected equipment for fitness center
- Redesigned emergency protocols
- Fitness program design and implementation

## EDUCATION

2001-2002 Dominican University of California

### *Master in Business Administration-Global Strategic Management (3.83 GPA)*

**Honors:** Compton Full Tuition Scholarship

Departmental Honors Thesis: "Negotiation and Conflict Resolution in a Multilingual Environment"

**Activities:** Research Assistant for Doctor Janet L. Rigg at U.C., Berkeley  
Intramural Basketball and Soccer

1997-2001 Dominican University of California

### *Bachelor of Arts in Business-Concentration in International Business (3.94 GPA)*

**Honors:** Graduate of Summa Cum Laude; Dean's List, 1998-2001

Departmental Honors; William McGowan Scholarship Recipient

Dominican University Scholar Athlete of the Year, 1998-2000

**Activities:** Intercollegiate Basketball; California Pacific Conference-NAIA

## SKILLS

- Ability to develop Rapport, Fluent in Spanish, Proficient in Microsoft Office, including PowerPoint, Excel, Outlook, Word, Project Management, and CE Applications. Familiar with Macromedia Flash MX, Dreamweaver MX, Fireworks, Adobe Illustrator CS and Adobe Photoshop CS.

## INTERESTS

- Foreign Languages, International Travel, Alumni Relations, Technology, Photography, and Athletics.