

Marjorie Clark

1139 Kensington Ave., Salt Lake City, UT 84105
Phone: 801-550-1454 E-Mail: marjorie.clark@utah.edu

Experience

Freelance Writer **June 2012 - Present**

- Salt Lake Tribune, Close Up Section

Assistant News Editor, Daily Utah Chronicle, University of Utah **May 2012 - Present**

- Gather news stories to be covered
- Assign stories to be covered by reporters
- Review and edit articles for publication

News Reporter, Daily Utah Chronicle, University of Utah **February 2012 - May 2012**

- Write stories twice weekly for the news desk
- Interviewed contacts over the phone and in person
- Articles submitted by deadline

Warehouse Operations Specialist, Pepsi Beverages Company, Salt Lake City, UT **March 2010 - May 2012**

- Order raw materials for production based on a schedule as received from the supply planner
- Coordinate delivery of raw materials with the supplier and carrier
- A member of the period close inventory count team for raw materials and full goods

Sales Administrator, Pepsi Beverages Company, Salt Lake City, UT **December 2004 - March 2010**

Office Assistant, Cooper Thorne & Assoc., Sacramento, CA **September 2002 - December 2004**

Education

University of Utah, Salt Lake City, UT **Expected to graduate December 2013**

Bachelor of Science in Mass Communications - New Media

American River College, Sacramento, CA **Degree completed December 2004**

Associate of Arts degree in Liberal Arts

Skills

- Proficient in Microsoft Office including Word, Outlook, and Excel
- Detail Oriented and Organized
- Professional and Team Oriented Attitude