

YOUR NAME

Town/City, NJ
Cell Number Email Address
LinkedIn URL

SUMMARY OF QUALIFICATIONS *(list 3 to 5 phrases indicating your skills and strengths)*

- Developed extensive proficiency in sales, customer service, and training
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EDUCATION

Montclair State University, Montclair, NJ

BS: Business Administration; Concentration in ... *(indicate your concentration)* Expected Graduation: May 2020
Cumulative GPA: 3.39 Major GPA: 3.88 *(do not round up GPA)*

Bloomberg Market Certification, May 2018

Relevant Coursework *(list only your upper-level courses in your major and only if applying for an internship)*

- Organization Theory
- Management Science
- Managing Human Relations
- Principles of Marketing

Study Abroad – Kyoto University of Foreign Studies, Japan

Summer 2018

County College of Morris, Randolph, NJ

AS: Business Administration

May 2017

****(it is not recommended to include your high school education on your resume)****

EXPERIENCE *(use bulleted phrases using action verbs to highlight achievements)*

Management Trainee Intern – Company Name– City, State

Sept 2018 – Present

- Generate positive results by focusing on customer service, employee development and profitability
- Reduce the ... cost by ... % and increase customer satisfaction by ... %
- Prepare daily and weekly sales projections utilizing Microsoft Excel
- Awarded the “Employee of the Month” for...

Assistant Manager – Company Name – City, State

June 2016 – May 2017

- Supervised and trained 4-6 new employees in the ... Department
- Increased sales by ... % on a quarterly basis
- Coordinated with ... Managers to introduce new products and increase sales

ACTIVITIES AND HONORS *(include student organizations, volunteer activities, scholarships, and academic achievement)*

- Student Organization, President, MSU 2018 – Present
- McDermott Scholarship 2017 – 2018
- Dean’s List, MSU fall 2017 – spring 2018
- American Heart Association 5K Run, Volunteer Coordinator 2016 – 2017
- Habitat for Humanity, Volunteer 2015 – 2016

SKILLS *(include computer and language skills and certifications)*

- Bilingual in English and Spanish; conversational in French
- Microsoft Office – Word, Outlook, Excel, PowerPoint, Access
- Familiar with QuickBooks and Java
- CPR and First Aid Certification, valid through August 2020