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These samples are presented merely as examples and options of what a résumé could look like. Feel free to mix and match to find your own style.



Your Name

Kent, Ohio 44242 • 330-555-5555 • sresume@kent.edu • www.linkedin.com/in/name

OBJECTIVE

Seeking an accounting internship with ABC Company in Spring 2020 to utilize my analytical and attention to detail skills.

EDUCATION

Bachelor of Business Administration

Kent State University

Major: Accounting

150 hours will be completed by May 2022

Expected Graduation: **May 2022**

Kent, Ohio

GPA: 3.6

International Experience in Accounting, England, France, Scotland **Summer 2020**

Kent State Study Abroad Student

- Enhanced ability to adapt quickly to diverse environments while traveling to 10 different cities, evaluating differences in cultural norms and business practices on a global scale.
- Analyzed the impact of technology and trade on international markets through experiences at the US Embassy and the Chamber of Commerce.

RELEVANT COURSEWORK

Intro to Financial Accounting, Intermediate Accounting 1, Intro to Managerial Accounting, Cost Accounting

TECHNICAL SKILLS

Microsoft Office: Word, PowerPoint, and basic Excel

ACCOUNTING EXPERIENCE

Accounting Firm, Cleveland, Ohio

January 2020 – May 2020

Tax Intern

- Exhibited attention to detail while preparing approximately 40 tax returns per week, including, 1040, 1041, and 1120 documents assigned by the manager and senior accountant.
- Provided support to 3 partners by analyzing financial documents and creating Excel spreadsheets.
- Integrated strength in problem solving skills to resolve issues in a quick and efficient manner.

WORK EXPERIENCE

Kent State University, Kent, Ohio

August 2018 – Present

Resident Advisor

- Demonstrate effective time management skills by creating and implementing 6 programs and activities each semester for 30 residents, while balancing full-time course load and extracurricular commitments.

LEADERSHIP EXPERIENCE

Harding Middle School, Columbus, Ohio

April 2018 – August 2019

Baseball Assistant Coach

- Incorporated patience when teaching team of 20 eighth grade athletes about teamwork, respect, and conflict-resolution.

CAMPUS INVOLVEMENT

Member, Beta Alpha Psi

August 2019 – Present

Member, Financial Management Association

August 2019 – Present

VOLUNTEER EXPERIENCE

Relay for Life, Kent State University

July 2020

Donation Processor, Greater Cleveland Food Bank

December 2019 – February 2020

HONORS

Summit County Alumni Association Scholarship

Spring 2018 – Present

Dean's List

Spring 2018 – Spring 2021

Student D. Smith

(330) – 672 - 1339 | email@kent.edu | Stow, OH

EDUCATION

Kent State University

Bachelor of Business Administration

Major: Business Management

Minor: Marketing

Certifications: Sales Certificate

Kent, Ohio

Expected Graduation: May 2021

Cumulative GPA: 3.7

SIGNIFICANT COURSEWORK

Advanced Professional Selling, Personal Selling, Advanced Professional Development, Consumer Behavior

DIGITAL SKILLS

Microsoft Office: Word, Excel, and PowerPoint

Social Media: Twitter, Instagram, Snapchat, Facebook, LinkedIn

Adobe InDesign, Adobe Photoshop, Facebook Ad Manager, Google Analytics, Google My Business, Google AdWords

RELEVANT EXPERIENCE

Marketing and Sales Intern, DeVisser Landscape Services, Kalamazoo, MI **December 2020 – August 2020**

- Aided the needs assessment, proposals, and closing of sales on-site with caution during a nationwide pandemic.
- Designed print ads for magazines as well as flyers, postcards, signage and door hangers.
- Managed all company social media accounts including online profiles Google Analytics/Google My Business, in order to effectively share information and gain new customers.
- Edited company website to communicate more effectively with customers and increase access to company services.

ADDITIONAL WORK EXPERIENCE

Server, Host, Cashier, Bilbo's Pizza in A Pan, Kalamazoo, MI

August 2015 – August 2018

- Communicated with customers and managing inflow and outflow of tables.
- Placing, taking, and delivering orders of up to 200 customers a night, both at tables and at walk-up window.
- Managed customer payments and point-of-sale system for bills and receipts

LEADERSHIP EXPERIENCE

Team Captain, Kent State University Varsity Softball, Kent, OH

August 2020 – May 2021

- Elected captain by coaches and teammates; ensured team standards were upheld and motivated athletes toward a common goal
- Lead my team through uncertain circumstances during a season interrupted with the nationwide pandemic
- Managed team issues as they arose while keeping a consistent relationship on and off the field with my teammates

VOLUNTEER EXPERIENCE

Cancer Families United, Kalamazoo, Michigan

Heritage Community of Kalamazoo, Kalamazoo, Michigan

Stow Elementary School, Stow, Ohio

September 2015 – June 2017

August 2017

September 2018

Michael Johnston

1234 Main Street
Columbiana, OH 44516
(330)-672-1339
email@kent.edu

Objective:

Aspiring computer programming professional with developed programming and data analysis skills in search of an internship for summer 2022 to gain experience and build my professional skill set.

Education:

Kent State University - Kent, OH

Expected Graduation May 2023

Bachelor of Business Administration in Computer Information Systems

GPA: 3.5

Relevant Coursework:

Data Analytics, Computer Programming I, Computer Applications, Computer Theory, Business Analytics

Skills:

- HTML and CSS, beginner JavaScript
- SQL, Tableau
- Python, beginner C++
- Microsoft Office Suite

Work Experience:

Generations Coffee House

June 2017- Present

Barista

- Exhibit customer service skills by greeting an average of 80 guests upon entry to café daily.
- Organize inventory using company procedures and report to owner on products to order.
- Collaborate with team members to delegate tasks, resulting in providing efficient service to customers.
- Demonstrate attention to detail by cleaning dining area in between guests' visits.
- Conduct weekly team meetings with manager by creating agenda and preparing progress reports to ensure sales and productivity goals are met.

Volunteer Experience:

Habitat for Humanity Volunteer- Columbiana, OH

April 2018-Present

- Helped in the building of new homes, creating average of 2 homes per year for Habitat families.
- Stock and organize Habitat restore store, creating ease of material identification.
- Assist with organization and facilitation of Habitat walk using project management skills, which engaged 500+ participants and raised \$12,750 .

Activities:

- Students for Computers 2017-Present
- The Letter Project August 2020- Present
- Delta Sigma Pi November 2020-Present

Chris Miller

Hudson, OH
email@kent.edu
330-672-1339

OBJECTIVE

Seeking a data analyst internship in Summer 2021 to utilize and grow my technical and analytical skills.

EDUCATION

Bachelor of Business Administration

Kent State University

Major: Economics

Minor: Data Analytics

Expected Graduation: May 2022

Kent, Ohio

GPA: 3.93

SIGNIFICANT COURSEWORK

Introduction to Computer Applications, Principles of Management, Operations Management

COMPUTER SKILLS

Microsoft Office: Word, Excel, and PowerPoint; Adobe Photoshop

Some experience with SQL

WORK EXPERIENCE

Farinacci Pizza, Hudson, Ohio

June 2018 – February 2020

Front of house manager

- Demonstrated customer service skills through engaging an average of 50-100 customers every day, from getting them their food in a timely manner, to having conversations to make them feel welcome.
- Managed 2-6 employees per shift, making sure they were efficiently doing their jobs, and that the workplace was productive, but also fun.
- Developed time management, service, and organization skills to manage both customers and employees at the same time.

KGK Gardening and Design, Hudson, Ohio

May 2017 - present

Landscape Laborer

- Demonstrated ability to adhere to predetermined landscape plans in a precise manner.
- Developed perseverance and the ability to continue work under extremely strenuous external conditions.
- Coached younger, less experienced workers to be able to be self-sufficient in the field.

LEADERSHIP EXPERIENCE

Identity Project, Kent, Ohio

August 2019 – August 2021

President

- Executed strong communication skills by giving teaching other students in the campus group on a monthly basis.
- Serve as positive role model by showing fellow students how to lead people.
- Organize large events for a group of 30-40 people, determined and implemented logistics of events.
- Supervised events and reserved space for all meeting places, planning months in advance.

Isaac Example

Mentor, Ohio | email@kent.edu | 330-672-1339

EDUCATION

Bachelor of Business Administration in Entrepreneurship | minor: Marketing
Kent State University Expected: May 2021
 Kent, OH

KEY SKILLS

Computer: Microsoft Office (Word, Excel and PowerPoint, SQL)
 Marketing: Social Media (Instagram, Twitter, Facebook), Sales, Door to door

MARKETING/SALES EXPERIENCE

Case Competition Finalist, KSU Cold Call Competition Fall 2021

- Trained with corporate partners to present 5-minute prospecting call
- Competed against other Advanced Sales students; placed 4th out of 26 participants

Retail Associate (Golf), Dick's Sporting Goods | Mentor, OH June 2020-August 2021

- Explained products and tailored options to customers' needs and play styles, while providing exceptional customer service.
- Collaborated with other team members to assure quality operations from daily tasks to operating the department.

Marketing and Sales Intern, College Works Painting | Greater Cleveland, OH February 2019 – August 2019

- Marketed door to door and on social media to sell own jobs for local branch of painting business.
- Interviewed, hired, and assisted a team of painters to provide exceptional work and customer service for clients, which resulted in producing \$40,000 of revenue
- Maintained high levels of sales percentage of estimates by providing quality estimates and service to clients.

Sales Associate/Cashier, EXPRESS | Mentor, OH October 2017 – January 2018

- Assisted customers with products and provided an efficient experience from entering the store to checkout.
- Supported sales team by assisting when short-staffed, maintaining organization of store.

OTHER PROFESSIONAL EXPERIENCE

Summer Day Camp Counselor, Lake County YMCA | Willoughby, OH May 2019 – August 2019

- Collaborated with a team of 20+ counselors to provide care and impact young children's lives while providing engaging summer activities for estimated 300 students.

Labor Team December 2017 – January 2021
Mountain Creek Tree Farm Mentor, OH

- Worked together with a team to help cut, sell, package, and carry/transport trees to customers.

Detailer/Porter January 2015 – August 2017
Classic Chevrolet Mentor, OH

- Detailed and prepped both dealership and customer vehicles.
- Utilized time management to accomplish everyday tasks while adapting to situations or issues.
- Worked diligently and intelligently to get the job done correctly and efficiently.

Susan Student

Canfield, OH - 330-672-1339 – email@kent.edu

Objective

Driven early career finance professional with strong financial planning analytical experience in search of a full time position as an actuary where I can implement and grow my skills.

Education

Kent State University- Kent, OH
Bachelor of Business Administration
 Major: Finance; Minor: Economics

December 2021
 Overall GPA: 3.8
 Major GPA: 3.7

Skills

- Microsoft Word, PowerPoint, and Excel
- Xero Accounting software
- Financial Analysis and budgeting
- Spanish (fluent)

Industry Experience

Finance Intern Wells Fargo Corporation- Canfield, OH April 2020-August 2020

- Supported 6 full-time staff members in gathering and providing financial information for an average of 4 new clients weekly.
- Developed real time financial reports for 3 departments utilizing Xero accounting software, resulting in management making informed decisions.
- Demonstrated strong research skills by leading study on the impacts of COVID-19 on the financial market resulting in creation of new financial services.
- Participated in monthly staff training, increasing my productivity and proficiency.

Additional Experience

Server Rockne's – Kent, OH July 2017- Present

- Take food and drink orders, assist in preparation and deliver meals resulting in positive dining experience for up to 100 guests per shift.
- Cleared and cleaned dining areas creating a safe, clean, and enjoyable environment.
- Communicated efficiently between 6-8 other staff members to provide an excellent experience for our guests
- Demonstrate initiative by seating guests in absence of hostess, resulting in reduced wait time for guests.

Volunteer Experience

Kent State University Financial Management Association October 2019 - present

- Lead programming committee with 3 peers, organized events for members

Kent State University, Delta Sigma Pi September 2019 – present

- Assisted with recruiting professional speakers

Kent State University Campus Kitchen September 2019 – present

- Volunteered with preparing food once a week, worked with other volunteers to distribute food to community members.

Rick Smith

Avon Lake, OH | Phone: 330-672-1339 | email@kent.edu

Objective

Seeking a position in an organization that utilizes my communication, organizational, and planning skills to enhance customer and financial business results.

Education

Bachelor of Business Administration in General Business
Kent State University, Kent, OH

Expected Graduation: December 2022
Overall GPA: 3.6

Relevant Courses: Exploring Business, Business Analytics, Principles of Management, Principles of Marketing

Computer Skills

- Microsoft Office: Word, Excel, and PowerPoint
- Microsoft Project
- Microsoft Outlook
- Intuit Quickbooks Desktop Application
- ScanMaster

Work Experience

Customer Care Representative, Paramount Tennis Club
Westlake, OH

November 2017- Present

- Provided customers with membership, tennis lesson, and court reservation costs.
- Scheduled court reservations and lessons for clients.
- Managed and recorded transactions to customer accounts using Intuit QuickBooks.
- Reconciled account balances, retaining client confidentiality, and adhering to company policies
- Navigated several computer databases simultaneously to process client transactions and enter new data.
- Ensure client satisfaction by providing frequent follow-ups to inquiries.

Retail Sales Associate, Cabela's
Avon, OH

June 2016- November 2017

- Provided expert knowledge of products in the store to assist customers with buying decisions.
- Maintained and replenished merchandise in areas throughout the store.
- Trained new employees in compliance with the Cabela's mission to enhance the customer's experience.
- Accountable for resolving customer disputes, processing customer transactions, including purchases, returns, exchanges, and account credits.
- Operated point of sale systems accurately and efficiently.

Pricing Coordinator, Apple's Grocery Store
Lorain, OH

November 2012- June 2016

- Tracked, managed, and priced store inventory.
- Reported to management and product distributors with time sensitive information related to product sales.
- Planned and initiated store sales prices on appropriate dates.
- Maintained, audited, and updated product database to ensure efficient interface with registers and checkout using ScanMaster.
- Provided administrative support by running routine ad-hoc reports for potential store promotions.
- Successfully analyzed pricing and revenue to improve sales and profitability.

Jacob Jacobsen

Kent, Ohio • 330-672-1339 • EMAIL@kent.edu • www.linkedin.com/in/EXAMPLEURL

OBJECTIVE

Seeking an internship Spring 2021 to utilize and develop my skills in human resource management.

EDUCATION

Bachelor of Business Administration

Kent State University

Major: Human Resource Management

Expected Graduation: **May 2022**

Kent, Ohio

GPA: 3.871

RELEVANT EXPERIENCE

Kent State University Writing Commons, Kent, Ohio

Operations Manager

January 2019 – Present

May 2020 – Present

- Prepared and executed projects such as: new training modules, organizational analyses, measurement models for advancement, and software/technology development.
- Cooperated with 15 members of the leadership team to help train and develop team of 40+ employees.

Assistant Office Manager

August 2019 – May 2020

- Actively worked with problems and solutions to improve the efficiency of the front desk.
- Developed professional skills to transition into the administrative management leader role.

Office Assistant

January 2019 – August 2019

- Served as the main point of contact for tutors, faculty, and writers while connecting writers with their tutors up to 30 times per shift.

The Canal on Buckeye Lake, Millersport, Ohio

Assistant Manager

May 2020 – Present

- Worked independently in a fast-paced breakfast restaurant while demonstrating customer service skills with each guest to ensure their needs were consistently met.
- Coordinated evening food trucks and entertainment while serving customers at the bar and outdoor deck.

Target Corporation, Heath, Ohio

Team Member (Consumables and Front End)

August 2017 – December 2019

- Utilized time management and customer service skills when dealing with inventory management/receiving, setting sales planners, completing transactions, and interacting with guests.

LEADERSHIP EXPERIENCE

Kent State College of Business Administration, Kent, Ohio

MAPS Mentor

May 2019 – May 2020

- Mentor to 15 business students to assist in their transition to college. Helped them navigate and find resources to achieve their academic, social, and well-being goals.

University Parish Newman Center, Kent, Ohio

Liturgical Minister

August 2018 – Present

August 2018 – Present

- Lector, Extraordinary Minister, Choir Member, Choir Cantor, and Mass Coordinator.

Prayer and Worship Officer

August 2019 – May 2020

- Planning and maintaining existing programs such as: Small Groups, Rosary, Liturgical Ministers, and Hymn Selection. Also implementing new programs, such as weekly Adoration in the parish.

CAMPUS INVOLVEMENT

Member, Honors USG Senatorial Committee

Member, HR Association, SHRM Student Chapter

Member, Honors College

Fall 2020 – Present

Spring 2020 – Present

Fall 2018 – Present

Ann M. Example

email@kent.edu

(330)- 672-1339

Kent, OH

OBJECTIVE

An organized and creative professional with proven marketing skills and a desire to learn more. Gained expertise in event planning, customer services, sales, and digital marketing. Seeking a position where I can utilize my existing skillset to achieve company goals.

EDUCATION

Bachelor of Business Administration

Kent State University, Kent, Ohio

Major: Managerial Marketing

May 2022

GPA: 3.590

PROFESSIONAL EXPERIENCE

Sales & Leasing Consultant

July 2021 – January 2022

Farrish CDJR of Fairfax, Fairfax, VA

- Engaged with customers both remotely & in-person to provide accurate and reliable information on a wide variety of Chrysler, Dodge, Jeep, and Ram new & used vehicles.
- Gathered customers' personal and financial information necessary to quickly and accurately complete an estimated 10-15 automobile transactions monthly.
- Utilized negotiation & verbal communication skills to identify customer purchase price while contributing to increasing dealership profit.
- Communicated with customers to close the sale, resulting in highest closing ratio at 15.9% on the internet leads among the dealership in November 2020.
- Demonstrated desire to grow professionally by completing online, in-class and field courses to maintain certification with FCA Performance Institute.

Manager of Volunteer Management (Volunteer position)

September 2020 - December 2021

International Family Union (IFU), Remote

- Managed and supervised 80 volunteers remotely ~~who are~~ from 13 different universities in the American East, including New York University, George Washington University, and Ohio State University.
- Scheduled monthly meetings, regular local activities, and virtual events to expand the influence of IFU in the region.
- Collaborated with other departments to build a positive and professional brand image of IFU.
- Created and launched the IFU Peer Mentor Program resulting in 20 mentees and 8 mentors the first 6 months.
- Provided leadership for recruitment, training, and operation of IFU Peer Mentor Program; utilized evaluation data to continually improve the program.

Luxury Sales Stylist

August 2019 - May 2020

Saks Fifth Avenue, Richmond, VA

- Welcomed and interacted with different customers, and recommend appropriate merchandises aligning with individual needs, requirements, and specifications.
- Utilized multiple sales techniques to develop and maintain an ongoing relationship with customers by being open, friendly, and attentive.
- Achieved sales goal above 120%, an average of \$27K in revenue per month.
- Optimized strong attention to detail to organize racks and shelves to keep a tidy store visual appeal.

TECHNICAL SKILLS

Microsoft Office, Google Series Software, Canva, iMovie, and InDesign

LEADERSHIP EXPERIENCE

MAPS Mentor

August 2019 - May 2020

College of Business Administration, Kent, Ohio

- Met one-on-one with 20 mentees to assist with the challenging transition to college.
- Supported mentees with developing time management skills, goal setting, problem solving, study strategies and provided resources to help them be successful.

Elaine Benes

330-672-1339 - email@kent.edu - Kent, OH

Objective

Seeking a marketing internship to utilize and grow my marketing, communication, and social media management skills at a company that aligns with my values.

Education

Bachelor of Business Administration: Marketing

Expected Graduation: December 2022

Kent State University

Kent, Ohio

Minors: Entrepreneurship and Visual Communication Design

GPA: 4.00

Significant Coursework: Computer Applications, Business Analytics, and Principles of Marketing

Technical Skills

Visual Design Programs: Procreate (iOS App) and Krita (PC app)

Microsoft Office: Word, PowerPoint, Excel

Social Media Administration: Instagram, Twitter, Facebook

Other: R Studio

Work Experience

Sunshine & Rayne Etsy Shop, Kent/Vincent, Ohio

September 2020 – Present

Shop Owner (September 2020 – Present)

- Displayed effective product management by creating the designs myself, implementing those designs, and marketing those designs on hand-painted notebooks as well as original sticker designs.
- Prioritized social media management by creating content for Sunshine & Rayne Instagram page, including graphics, pictures of products, and Instagram stories and reels.
- Illustrated self-motivation and time management skills by setting deadlines and prioritizing customer needs.

Kent State University Writing Commons, Kent, Ohio

February 2020 – Present

Writing Tutor (February 2020 – Present)

- Demonstrated effective communication skills by successfully collaborating with students on their assignments.
- Implemented time-management strategies to engage with students in up to 3 45-minute sessions a day

Witten's Farm Market and Greenhouse, Lowell, Ohio

May 2017 – Present

Barlow Location Team Lead (May 2019—Present)

- Prioritized my team of 3 other employees to motivate them to have a positive attitude and excellent work ethic.
- Maintained a self-motivated attitude to manage and sort inventory 5 days a week.

Emerson, Belpre, and Barlow Location Employee (May 2017 – October 2018)

- Displayed efficient customer service to serve up to 100 customers per shift.
- Illustrated active listening to engage with customers and satisfy their needs, answer their and questions.

Leadership Experience

CRU Ministries, Kent, Ohio

September 2020 – Present

Community Group Leader (September 2020 – Present)

- Demonstrated effective communication skills by discussing topics and themes of the Bible with students.
- Implemented time-management strategies to effectively teach students the content for the week.
- Fostered an environment that encouraged deep relationships, vulnerability, and the ability to grow.

Cristine G. Student

Euclid, Ohio • 330-672-1339 • email@kent.edu

EDUCATION

Bachelor of Business Administration
Kent State University

August 2021
Kent, Ohio

Major: Marketing | Minor: Entrepreneurship | Certificate: Sales

SIGNIFICANT COURSEWORK

Sales in the Entrepreneurial Venture, Advanced Professional Selling, Marketing Communications, Principles of Management, Marketing Tools, Business Analytics, Computer Applications, Principles of Marketing, Marketing Research, Marketing Policy and Strategy

SKILLS

Microsoft Office: Word, PowerPoint, and basic Excel

Programs: Adobe InDesign, SPSS, RStudio, Qualtrics, Constant Contact, Mail Chimp

Social Media Administration: LinkedIn, Twitter, Instagram, Facebook

RELEVANT EXPERIENCE

Kent State University, Kent, Ohio

August 2019 - Present

Student Lead Ambassador

- Responsible for cold-calling and cold emailing 150 students.
- Connected 60 students with program directors in efforts to provide them with any resources needed.
- Conduct research to figure out how to keep students engaged in program.
- Collaborate with 12 building staff and campus administrators on a weekly basis to organize a plan that would help with marketing to students.
- Utilize effective time management skills by creating an online scheduling tool to meet with mentees weekly while balancing full-time course load and extracurricular commitments.
- Demonstrate strong communication skills through interacting with 10 mentees, campus administrators, and 12 staff members on a weekly basis.
- Facilitate creative problem-solving and design marketing plans to connect with students more effectively.

RWJ Wiring, Cleveland, Ohio

May 2019 - August 2019

Marketing Intern

- Attended networking and social events to represent and market company to businesses.
- Worked independently while researching and creating marketing plans for social media.
- Increased company social media insights by executing well designed marketing plans.
- Designed and created attractive marketing material that enhanced company image.
- Was responsible for filming, editing, and sharing videos that represented the company's work ability very well.
- Collaborated with other departments when necessary to assist with problem-solving.
- Responsible for office phone calls and filing.

CAMPUS INVOLVEMENT

Participant, Kent, Ohio

April 2021

Sales Role Play

- Utilized written and verbal communication to identify and communicate solutions to complex buyer problems by using the SPIN technique.
- Worked in a sales team to effectively provide sales solutions to identified buyer problems.

Member, University College Student Advisory Council

August 2018 - Present

Executive Board Member, National Society of Leadership and Success

August 2018 - Present

Member, Key Connections

August 2017 - Present

Kathy Kristian

(330) – 672 – 1339 • Cuyahoga Falls, Ohio
 email@kent.edu • linkedin.com/in/exampleurl

PROFESSIONAL SUMMARY

Recent dual degree master's graduate with experience performing administrative responsibilities, maintaining confidential information, managing employee records, coordinating events, and providing excellent customer service. Highly organized and detail-oriented team member with excellent verbal and written communication skills. Skilled at accommodating all levels of employees in a fast-paced workplace environment.

EDUCATION

Master of Business Administration and Master of Arts in Communication Studies, August 2020

Kent State University, Kent Ohio
 Cumulative GPA: 3.8

Bachelor of Arts in Communication Studies, May 2018

Kent State University, Kent, Ohio
 Minors: Organizational Communication and Human Resource Management
 Overall GPA: 3.997 Major GPA: 4.0

WORK EXPERIENCE

Graduate Administrative Assistant, School of Communication Studies, Kent, Ohio (August 2018 – May 2020)

- Completed record-keeping, data entry, and proofreading tasks.
- Assisted in the coordination of several school events: including the Communication in Action event (three semesters), the Cowperthwaite lecture series, and the Student Award and Scholarship event.
- Provided excellent customer service to students, staff, and visitors at the front desk and via phone call.
- Professionally handled confidential information such as performance reviews, workflow statements, and scholarship information.

Graduate Teaching Assistant, School of Communication Studies, Kent, Ohio (August 2019 – May 2020)

- Evaluated student speeches, exams, and coursework.
- Communicated effectively with students via email and in person office hours.
- Prepared and recorded PowerPoint lectures.

Intern, Labor and Employee Relations Department, Division of Human Resources, Kent State University, Kent, Ohio (September 2017 – December 2017)

- Actively involved in the preparation of the Employee Wellness Fair.
- Interviewed the Human Resources Department directors and managers.
- Maintained confidentiality regarding employee performance evaluations forms.
- Shadowed the Labor and Employee Relations Director.

COMPUTER SKILLS

Microsoft Word, PowerPoint, Excel

LEADERSHIP

Committee Member, College of Business Scholarship Committee, Kent, Ohio (February 2019, February 2020)
Secretary and Treasurer, Communication Graduate Student Association, Kent, Ohio (August 2019 – May 2020)
Member, SHRM, Kent State University Chapter, Kent, Ohio (Spring 2018 – Spring 2019)
Secretary, Kent Communication Society, Kent, Ohio (Fall 2017 – Fall 2018)
Secretary, Lambda Pi Eta, Kent, Ohio (Fall 2017 – Spring 2018)

Kent Flash

Kent, OH
330-672-1339
buscareers@kent.edu

EDUCATION

Bachelor of Business Administration

Kent State University

Major: Finance

Expected Graduation: May 2023

Kent, Ohio

GPA: 3.91

SIGNIFICANT COURSEWORK

Exploring Business, Principles of Microeconomics, Introduction to Human Communication, Introduction to Computer Applications, Entrepreneurship, Business Finance, Intermediate Investments, Financial Modeling

SKILLS

- Software: Microsoft Office, Word, Excel, and Power Point. Adobe Photoshop and Acrobat. Beginner experience with Tableau.
- Beginner HTML and CSS.
- Languages: Spanish (beginner), English (fluent).

WORK EXPERIENCE

Sheetz, Kent, OH

August 2020 – March 2022

Cashier

- Provided customer service by taking customer orders and answering customer questions at the register.
- Supported the kitchen team by assisting with food orders and taking drive-thru orders.
- Ensured store adhered to safety standards by working with my team to clean, organize, and maintain the store.

DEVELOPMENTAL EXPERIENCE

Group Project, *Financial Modeling*

April 2021

- Worked with a team of 4 peers to analyze financial data from a real-world mortgage company.
- Served as team secretary, ensuring notes were taken accurately and distributed so all team members had access to information.
- Designed and implemented new automated processes for data analysis via Excel.
- Created financial models and presented to “executive board” of staff using Tableau, suggesting new ways to more efficiently allocate assets.

LEADERSHIP EXPERIENCE

Sigma Phi Epsilon Ohio Lambda, Kent, Ohio

October 2021 – present

V.P. of Finance

- Managed over \$30,000 worth of assets for organization events and projects.
- Created organizational budgets and schedules, completing payment plans and collecting member dues.
- Utilized leadership abilities to run the chapter by keeping all finances organized and appropriately distributed.

Cosmo Kramer

Munroe Falls, OH - 330-672-1339 - example@kent.edu

EDUCATION

Bachelor of Business Administration
Kent State University
Major: Accounting
Minor: Spanish

Expected Graduation: May 2023
Kent, Ohio

SIGNIFICANT COURSEWORK:

Financial Accounting, Managerial Accounting, Intermediate Financial Accounting, Accounting Systems

TECHNICAL SKILLS

Microsoft Office: Excel, Word, PowerPoint
Programming Languages: Python, R

WORK EXPERIENCE

Papa John's Pizza – *Delivery Driver*

May 2021 – present

- Delivered orders within a 45-minute span by efficiently taking 2-3 deliveries in the same vicinity executing critical thinking skills and ensuring the proper orders are being taken to proper locations.
- Demonstrated effective communication skills while taking 40-50 phone orders in a 4–5-hour shift while providing exceptional customer service skills.

Swenson's - *Server*

July 2020 – April 2021

- Accomplished running out hundreds of orders as a team and focusing on attention to detail, perusing tickets to assure customers are receiving their correct order.
- Displayed problem solving skills to efficiently help with approximately 2-3 unhappy customers, resulting in returning, happy customers.

Aladdin's Eatery - *Server*

September 2019 – September 2020

- Accomplished taking orders from 40-50 customers by effectively communicating and explaining our menu, providing fast and efficient service.
- Demonstrated attention to detail bringing 3-4 dishes to a table memorizing which customer ordered which meal.
- Accomplished tending to 8-10 tables during a 4–5-hour shift, bringing customers the best service they can receive.

EXTRACURRICULAR EXPERIENCE

Kent State University Accounting Association – *Member*

August 2020 - present

- Attend weekly meetings to discuss professional plans with current full time accountants
- Assist planning events for fellow accounting students and professionals to facilitate networking and professional growth.