

FirstName LastName

Baltimore, MD ♦ 410-222-2222 ♦ tstudent@gmail.com

- Education** **Bachelor of Science, Business Administration, May 20xx**
Towson University, Towson, MD
- Concentration in Management, Minor in English
 - GPA: 3.65
 - Leadership: President of The Sisterhood, Sept. 20xx-May 20xx;
Community Service Chair for Black Student Union, Sept. 20xx-May 20xx;
Vice President of Print Marketing for Towson e-Business Association, Aug. 20xx- Jan. 20xx
- Associate of Science, Business Administration, May 20xx**
Baltimore City Community College, Baltimore, MD
- GPA: 3.80
- Related Experience** **Student Consultant for CBE Student Academic Services, Aug. 20xx-present**
Towson University College of Business & Economics (CBE), Towson, MD
- Organize mentoring teams for freshmen and transfer students interested in CBE
 - Set up Towson University admissions events and CBE events on a weekly basis
 - Create and deliver presentations to business classes and academic department chairpersons
 - Advise CBE students about class selection, registration, course petitions, graduation requirements and necessary paperwork
- Student Assistant, May 20xx-Jan. 20xx**
The Career Center at Towson University, Towson, MD
- Collaborated with internship coordinator to establish job shadowing programs
 - Assessed students' needs to schedule appropriate appointments using Microsoft Outlook
 - Guided students and visitors in conducting job searches on the Handshake job and internship database and navigating Career Center Web site
 - Supervised six other student assistants
- Customer Service** **Office Assistant, Aug.-Dec. 20xx**
Towson University Dining Services, Towson, MD
- Collaborated with Human Resources to transmit accounts payable and invoices
 - Advised hourly employees concerning payroll issues; Answered employees' and visitors' questions via phone, email and Web site
- Honors**
- Nominee, Student Employee of the Year, Mar. 20xx
 - Member, Phi Eta Sigma National Honor Society, Apr. 20xx
 - Recipient, Certificate of Leadership for Government Connection Program, May 20xx
- Skills**
- Excellent writing and editing skills gained through 15 credits of English coursework
 - Proficient in GroupWise 5.5, WordPerfect 6.1, and Lotus 1-2-3
 - Knowledgeable in ReMacs and Great Plains accounting software
 - Internet networking tools: Facebook, LinkedIn, blogging, Twitter, Web site design (Adobe Dreamweaver)
 - Fluent in French; conversational in German
 - Over five years of team-work and customer service experience