

FirstName LastName

(410) 555 – 5555
tstudent@email.com
Baltimore, MD

EDUCATION

Bachelor of Science in e-Business

May 20XX

Towson University, Towson, MD

GPA 3.5

Dean's List: Fall 20XX, Spring 20XX

Software Skills: Project Access, Bizagi Process Modeler, WordPress, SharePoint Designer, DreamWeaver, Oracle e-Business Suite

Relevant Coursework: Principles of Managerial Accounting, Legal Environment for Business, Principles of Marketing, Information Technology, Advanced e-Business

EXPERIENCE

Business Intern

May 20XX – August 20XX

McCormick, Hunt Valley, MD

- Worked directly with the customer quality team to identify and resolve concerns, met weekly as a team; individually resolved two concerns per week
- Introduced a new data evaluation approach which involved adding visual data to evaluation presentations

Sales Associate

March 20XX – July 20XX

Electronics USA, Hale, MD

- Created a friendly and helpful atmosphere by interacting with customers and helping them locate items of interest
- Responded to customer concerns in an informed and professional manner, approximately three customer concerns per day
- Completed transactions accurately and efficiently to ensure excellent customer service

Camp Counselor

June 20XX – August 20XX

Girl Scouts USA, Smallville, MD

- Independently facilitated team building activities including high ropes course and zip line
- Developed teamwork skills among participants by generating scenarios that strengthen leadership and cooperation

RELATED INVOLVEMENT

Secretary

September 20XX – present

Towson University e-Business Association, Towson, MD

- Coordinate, schedule and plan weekly meetings as well as co-meetings with the Project Management Association to share resources and learning opportunities