

# YOUR NAME

123 Western Way ♦ Santa Rosa, New Mexico 73000 ♦ (555) 302-0000 ♦ email

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**Business Administration/Finance /Marketing graduate with refined communication skills demonstrated through sales experience, leadership and mentoring program**

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## EDUCATION:

**Bachelor of Business Administration**, May 2019  
Southwestern Oklahoma State University, Weatherford, Oklahoma  
Major: **Finance** Minor: **Marketing**

## EXPERIENCE:

**Intern**, August 2018 – May 2019  
Stage, Weatherford, Oklahoma

- Utilized successful sales techniques, assisting customers with merchandise selections
- Assisted manager with financial reviews and monthly goals
- Offered courteous and helpful customer service
- Prepared and created attractive merchandise displays
- Balanced cash registers at the end of the day

**Student Secretary**, June 2016 – July 2018  
Southwestern Oklahoma State University, Weatherford, Oklahoma

- Answered and directed telephone calls
- Updated the online teacher vacancy list weekly
- Maintained confidential and personal counseling files
- Assisted students in conducting career and job searches
- Created resume and teacher credential files for graduating seniors

**Orientation Leader**, October 2016 – October 2017  
Southwestern Oklahoma State University, Weatherford, Oklahoma

- Provided information about the university to incoming freshmen and families
- Advised and counseled students with academic and personal concerns and mentored students during eight – week course
- Prepared skits and activities designed to familiarize students with the campus

**Student Assistant**, August 2015 – May 2016  
Al Harris Library, Southwestern Oklahoma State University  
Weatherford, Oklahoma

- Assisted students by making copies, sending faxes, and checking out books and utilized Microsoft word for other duties

## HONORS & ACTIVITIES

Student Government Association, senator  
Kappa Pi Tau Service Sorority, member  
Relay for Life Sponsor  
Oklahoma Blood Institute, Volunteer  
Freshman Achievement Award, 2014, Deans Honor Roll, 2013 – 2019