

YOUR NAME

Address ♦ (555) 302-0000 ♦ email♦ LinkedIn♦

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

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, assisted 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