

Name

1255 My Street Circle, My City, UT 84112 (801) 581-6186

name@email.com

Linked in: www.linkedin.com/in/name

Education

Ensign Business College Associate
of Science - Business Management

GPA: 3.55

Salt Lake City, UT
Expected Graduation:
May 20xx

Relevant Skills

Software

Adobe Photoshop
Microsoft Office

Adobe InDesign
iWorks

Google Drive
Google Calendar

Dropbox
Mozilla Thunderbird

Relevant Courses

Financial Management

Human Resource Mngt

Business Strategy

Org Effectiveness

Projects

Class Project: Business Club

- Helped organize weekly guest lectures and career workshops
- Collaborated with faculty to create student opportunities to connect through Alumni

Class Project: Authentic Learning Experience

- Visited XXX Business and evaluated customer satisfaction database
- Worked with team of 4 students to design new survey to gather customer experience data
- Presented survey and findings to company management team

Relevant Experience

RC Willey – Sales Associate

City, State, 20xx - Present

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue, while raising customer satisfaction
- Generated daily sales expectation charts for department and individual employees from budget projections

Footlocker – Sales Associate

City, State, 20xx – 20xx

- Directed 3 employees for redesign project of department layout and increase revenue by 12%

Volunteer Church Representative

City, Country, 20xx – 20xx

- Selected as Assistant to the President and supervised over 120 missionaries for final 6 months; organized and conducted conferences, facilitated training programs and measured progress/results of organization