

Charger Blue

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EDUCATION

Bachelor of Science in Business Administration, May 20XX

The University of Alabama in Huntsville, College of Business, Huntsville, AL

Major: Marketing Minor: Communication

GPA: 3.4/4.0 Major GPA: 3.8/4.0 (*List GPAs if 3.0 or above*)

Dean's List

RELEVANT COURSE WORK

Buyer Behavior (Spring 20XX), **Professional Selling** (Spring 20XX), **Strategic Marketing** (Fall 20XX), **Principles of Social Media** (Fall 20XX)

STUDY ABROAD

American Institute for Foreign Studies, Summer 20XX

Barcelona, Spain

- Engaged in collaborative learning with international counterparts through projects, seminars, and coursework

PROJECT WORK

Organizational Theory and Behavior (BUS 300), Spring 20XX

Class Project, The University of Alabama in Huntsville, Huntsville, AL

- Researched 4 companies' 10K reports to determine profitability and marketability
- Collaborated with 6 team members to compose final report and recommendations utilizing Excel and PowerPoint
- Strengthened public speaking skills by presenting material to peers in a business environment

RELEVANT WORK EXPERIENCE

Marketing and Sales Intern, April 20XX – Present

Chick-fil-A, Huntsville, AL

- Foster client relations through needs-based promotional activities, events and creative advertising designs
- Create flyers and marketing documents through InDesign to be used in promotions to students
- Connect client orders to local stores and assist with catering while maintaining accurate billing and invoicing records

ADDITIONAL EXPERIENCE

Student Assistant, August 20XX – January 20XX

Office of Student Life, The University of Alabama in Huntsville, Huntsville, AL

- Answered phones, filed paperwork, and assisted personnel to ensure office efficiency
- Ran errands for teachers and staff and delivered messages between office and classrooms
- Communicated with students and visitors while scheduling meetings and directing calls to appropriate departments

LEADERSHIP EXPERIENCE

Recruitment Chair, January 20XX – Present

Sigma Rho Chi, The University of Alabama in Huntsville, Huntsville, AL

- Serve as the director for all recruitment events, 2 per week for 6 weeks
- Supervise 10 committee members and assign responsibilities as necessary
- Contact approximately 20 recruits per day through cold calling

HONORS & ACTIVITIES

Recipient of Presidential Scholarship and 2 additional academic scholarships

Member of National Society of Collegiate Scholars and 2 additional honor societies

American Marketing Association

College of Business Ambassador

VOLUNTEER SERVICE

Impact Alabama

Manna House

COMPUTER SKILLS

Microsoft Office Suite, Adobe InDesign, Illustrator