

First Last

Milwaukee, WI | 414.229.5445 | panther@uwm.edu

EDUCATION

University of Wisconsin Milwaukee | Lubar College of Business

Expected Graduation May 2026

Bachelor of Business Administration in Finance

Milwaukee, WI

GPA: 3.62

WORK EXPERIENCE

Seasonal Laborer | Summer

May 2022 – September 2022

Milwaukee County Parks

Milwaukee, WI

- Enforced rules and regulations of recreational facilities to maintain discipline and ensure safety
- Assisted training new employees on lawn mowing hill operations and offer constructive feedback
- Represented the department positively through interaction with the public when providing guidance
- Loaded and unloaded patrons in responsible manner
- Conducted opening and closing procedures for parks buildings

Server

October 2021 – March 2022

Bay's Big Boy

Milwaukee, WI

- Trained 15+ new employees on workflow process and operating cash registers
- Provided excellent customer service in a fast-paced, time-intense environment
- Maintained extensive knowledge of menu items to best serve diners even with through frequent menu changes
- Demonstrated keen attention to detail
- Resolved food issues in a professional manner

Lifeguard | Summer

May 2019 – August 2021

Milwaukee County Parks

Wausau, WI

- Prepared city baseball diamonds in Wausau for games
- Maintained athletic activities areas, beaches, drinking fountains, sidewalks, and restrooms
- Cleaned and maintained public parks by leaf blowing, trash picking, and power washing facilities
- Performed a wide variety of maintenance duties including storm cleanup, painting, and mulching
- Operated county vehicles and power equipment

CAMPUS & COMMUNITY INVOLVEMENT

FBI Outreach to College and University Students Program (FOCUS), *Member*

September 2022 – Present UWM

American Marketing Association, *Member*

January 2023 – Present

UWM Panther Rugby Football Team, *Member*

September 2021– November 2021

VOLUNTEER EXPERIENCE

Community Thanksgiving Meal Distributor

November 2021, 2022

MPS Middle School 7th Grade Assistant Football Coach

August 2022

Milwaukee's Taste and Glow Hot Air Balloon Festival Chase Crew

July 2021, 2022

Ethiopian Community Development Council Multicultural Community Center

July 2022

SKILLS

Software: Experience with Microsoft Word, PowerPoint, Excel, Teams, Outlook

Social Media: Experience with content creation in Facebook, Instagram, and LinkedIn

HONORS & AWARDS

Dean's List: 2 semesters

Eagle Scout Scholarship, invite only, merit based

Interests

Drone Pilot: DJI Mavic 2 Pro, DJI Phantom 4

Scuba Diving Certificate: PADI Open Water Diver

Panther Pounce

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SUMMARY STATEMENT

Ambitious college student able to contribute familiarity with marketing techniques and consumer behavior. Proven success in leadership, writing, and interpersonal communication relevant to achieving team goals.

EDUCATION

University of Wisconsin – Milwaukee Milwaukee WI
Bachelor of Business Administration in **Marketing**, Expected May 2023
Certificate in International Business

Honors/Awards: UWM Dean's List, 2 semesters – based on GPA 3.75 or above, Beta Gamma Sigma Honor Society – Only top 10% of class invited

International Marketing Course: Acquired skills in preparing and delivering a marketing plan for companies with global reach.

STUDY ABROAD

Immersion in European Business: Paris, France – Summer 2022

Visited corporations and networking sessions to participate in international lectures on businesses in Western Europe and how they vary from American markets.

EXPERIENCE

Assistant Manager, Nobody's Cleaner – Milwaukee, WI September 2021 – Present

- Manage all business operations during several prolonged owner absences
- Provide high quality customer service to increase return patronage
- Train new employees and assist in supervision
- Receive and process orders on a computerized system
- Promoted for consistently surpassing monthly business goals
- Suggested and assisted in implementing marketing campaign resulting in 15% sales increase

Barista, Starbucks – Green Bay, WI Summers 2019, 2020

- Prepare custom drink orders in a timely fashion while multitasking in a fast-paced environment
- Maintain work station hygiene standards and food safety guidelines
- Perform as part of a diverse team to reach sales goals, customer satisfaction rating, and daily store objectives

EXTRACURRICULARS AND COMMUNITY SERVICE

UWM American Marketing Association, 2021 – present (Vice President, 1 year)

UWM Women in Business, 2020 – 2021

TECHNOLOGY SKILLS

Software: Proficient in Microsoft Word, PowerPoint, Excel, Teams, Outlook

Social Media: Experience with content creation in Facebook, Instagram, and LinkedIn

Design Programs: Proficient with Canva and Experience with Adobe InDesign

Pounce Panther

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OBJECTIVE

Dedicated college student with experience in managing hiring processes. Proven success in leadership, customer service, and interpersonal communication to assist team in achieving hiring goals.

EDUCATION

Bachelor of Business Administration: Human Resource Management

May 2023

University of Wisconsin-Milwaukee Milwaukee, WI

Coursework

Interviewers & Interviewing: Discussed and practiced professional interviewing and legalities surrounding questions asked during process.

WORK EXPERIENCE

Human Resource Assistant

April 2022 – Current

Produce Company, Milwaukee, WI

- Assist new hires with completing payroll paperwork
- Enter weekly timesheets into computer system, follow-up with employees on time discrepancies and resolve issue in system before payroll processing deadlines
- Record employees' use of paid time off and report issues to supervisor for review
- Process bi-weekly payroll ensuring employees were paid on time and without errors

Barista

January 2020 – April 2022

Starbucks, Milwaukee, WI

- Prepare custom drink orders in a timely fashion while multitasking in a fast-paced environment
- Maintain work station hygiene standards and food safety guidelines
- Perform as part of a diverse team to reach sales goals, customer satisfaction rating, and daily store objectives

EXTRACURRICULARS AND COMMUNITY SERVICE

UWM Society for Human Resource Management (SHRM), 2020 – Present (Secretary, 1 year)

Habitat for Humanity, 2021 – 2022

UWM River Clean Up, April 2021

TECHNOLOGY

Microsoft Office: Word, Excel, PowerPoint, Teams

Social Media: Proficient in Instagram, Snapchat, Facebook, and LinkedIn

Canva Design Platform

OBJECTIVE

Experienced junior accountant with proven analytical and problem-solving skills in a business setting.

EDUCATION

University of Wisconsin - Milwaukee

Bachelor of Business Administration, Anticipated December 20XX

Major: Accounting Minor: Finance

Planning to continue for MS in Professional Accounting beginning Summer 20XX

EXPERIENCE

Alterra Healthcare

Brookfield, Wisconsin

Junior Accountant

June 20XX to Present

- Analyze and reconcile bank and general ledger accounts
- Maintain detail on account balances
- Record revenues and expenses through general ledger journal entries
- Assist with billing and receivables
- Interact with field personnel and research discrepancies
- Prepare and maintain Excel spreadsheets

Accounts Payable Analyst

December 20XX to June 20XX

- Analyzed and made timely payment of invoices
- Researched accounts with vendors
- Provided quality customer service to both internal and external customers

United Parcel Service

Elm Grove, Wisconsin

Control Tower Operator

May 20XX to November

20XX

- Monitored belt flows throughout the building in efficient operations
- Advised management of building conditions when safety concerns arise
- Communicated with other centers throughout the state if delays were occurring
- Made announcements over company speaker to facilitating communications throughout the building

Package Sorter and Handler

April 20XX - May 20XX

- Expedited movement of packages throughout the building.

PROFESSIONAL SKILLS

Technology: Microsoft Office: Word, Excel, PowerPoint, Teams

Language: Fluent in English and Spanish