

Pounce Panther

Milwaukee, WI | 414.229.5445 | panther@uwm.edu | linkedin.com/pouncepanther

EDUCATION

University of Wisconsin - Milwaukee, Milwaukee, WI
Bachelor of Business Administration: Finance
GPA: 3.62

May 20XX

WORK EXPERIENCE

Seasonal Laborer, *Milwaukee County Parks*, Milwaukee, WI

May 20XX – September 20XX

- 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, *Bay's Big Boy*, Milwaukee, WI

October 20XX – March 20XX

- Trained 15+ new employees on efficient workflow process and accurately operating cash registers
- Provided excellent customer service in a fast-paced, time-sensitive environment
- Maintained extensive knowledge of menu items to best serve guests and adapt quickly with frequent menu changes
- Demonstrated keen attention to detail to follow hygienic policies & procedures
- Applied critical thinking and listening skills to resolve customer complaints in a professional manner

Lifeguard, *Milwaukee County Parks*, Wausau, WI

May 20XX – August 20XX

- Supervised aquatic activities to promote a safe environment for swimmers of all ages and skill levels
- Ensured patron safety by monitoring swimming areas and enforcing pool rules to prevent accidents
- Conducted routine water quality tests to ensure compliance with health and safety standards
- Performed thorough opening and closing procedures, including inspecting safety equipment, setting up and storing pool furniture, securing the facility to ensure compliance with safety standards

CAMPUS & COMMUNITY INVOLVEMENT

FBI Outreach to College and University Students Program (FOCUS), *Member*
UWM Delta Sigma Pi, *Member*
UWM Panther Rugby Football Team, *Member*

September 20XX – Present
January 20XX – Present
September 20XX – November 20XX

VOLUNTEER EXPERIENCE

Community Thanksgiving Meal Distributor

November 20XX, 20XX

MPS Middle School 7th Grade Assistant Football Coach

August 20XX

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

July 20XX, 20XX

Ethiopian Community Development Council Multicultural Community Center

July 20XX

SKILLS

Software: Word, PowerPoint, Excel, Teams, Outlook, Visual Basic for Application (VBA), Power BI

HONORS & AWARDS

Dean's List: 2 semesters

Eagle Scout Scholarship: Invite only, merit-based for leadership and community service

INTERESTS

Drone Pilot: DJI Mavic 2 Pro, DJI Phantom 4

Scuba Diving Certificate: PADI Open Water Diver

Panther Pounce

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SUMMARY

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

EDUCATION

University of Wisconsin - Milwaukee, Milwaukee, WI

Bachelor of Business Administration: **Marketing**, May 20XX

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

RELEVANT PROJECTS

Marketing Research

- Created quantitative questionnaire in Qualtrics, executed field research, and used SPSS to understand target population's use of a shopping app, verify importance of app benefits, and analyze generational differences
- Wrote a market research report and presented data-driven recommendations for entering app marketplace

International Marketing

- Collaborated with a team of five to manage toothpaste category in computer-simulated international market
- Achieved highest market share (25%) by analyzing competitors and consumer needs to determine which country to enter the market, customer segmentation, product mix, pricing, local promotional campaign, and distribution channel

Retail Management

- Researched and presented effective strategies for retail loyalty programs; recommended steps for improvements
- Discussed how to navigate ethical and legal considerations for loyalty programs

STUDY ABROAD

Immersion in European Business: Paris, France, Summer 2025

- Visited corporations, networked with professionals, and participated in international lectures to learn how Western Europe businesses differ from companies in American markets.

EXPERIENCE

Assistant Manager, Nobody's Cleaner – Milwaukee, WI, September 2023 – Present

- Promoted for consistently surpassing monthly goals, ability to manage multiple cleaning jobs, and demonstrating leadership skills.
- Managed business operations and oversee staff of 30 during several prolonged owner absences
- Trained new employees in utilizing attention to detail and effective problem solving; assist in supervision
- Built strong relationships with customers to provide excellent customer service and increase return patronage
- Increased sales by 15% by suggesting promotional offer, creating referral program, and implementing marketing e-mail campaign
- Used Canva and Adobe InDesign to create attention-grabbing flyers, brochures, and website banner

Barista, Starbucks – Green Bay, WI, June 2021 – August 2023 (Summers only)

- Prepared custom drink orders in a timely fashion while multitasking in a fast-paced environment
- Proactively ensured work-station met hygiene standards and food safety guidelines
- Collaborated with a diverse team to reach sales goals, high customer satisfaction ratings, and daily store objectives

EXTRACURRICULARS

UWM American Marketing Association, September 2022 – present (Vice President, 1 year)

UWM Women in Business, October 2023 – May 2024

TECHNOLOGY SKILLS

Data Analysis: SPSS, R Studio, Tableau, Power BI,

Office Software: Microsoft Excel, PowerPoint, Word, Teams, Outlook, Zoom

Social Media & Design: Instagram, LinkedIn, TikTok, Facebook, Canva, and Adobe InDesign

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PROFILE

Dedicated and self-motivated HR student with experience in hiring and payroll processes. Proven success in leadership, customer service, and interpersonal communication to assist team in achieving hiring goals.

EDUCATION

University of Wisconsin-Milwaukee (UWM), Milwaukee, WI

Bachelor of Business Administration: Human Resource Management

May 20XX

Relevant Coursework:

- **Interviewers & Interviewing:** Discussed and practiced professional interviewing and legalities surrounding questions asked during interviewing process.
- **Staffing Human Resources:** Applied spreadsheet and data analysis in planning, recruiting, and hiring.

WORK EXPERIENCE

Human Resource Intern

April 20XX – Current

Action Produce Company, Milwaukee, WI

- Review position descriptions for clarity and collaborate with manager to create unbiased interview questions
- Communicate with candidate to schedule interviews at optimal time for candidate and manager's availability
- Assist new hires with completing payroll on-boarding paperwork, enter weekly timesheets into Workday, and follow-up with employees on time discrepancies to resolve issues before payroll processing deadlines
- Ensure on-time payments without error by utilizing attention to detail while processing bi-weekly payroll

Barista

January 20XX – April 20XX

Starbucks, Milwaukee, WI

- Collaborated with a diverse team to achieve high customer satisfaction ratings, retain repeat customers, and reach sales goals
- Proactively ensured work-station met hygiene standards and food safety guidelines
- Prepare custom drink orders in a timely fashion while multitasking in a fast-paced environment

EXTRACURRICULARS AND COMMUNITY SERVICE

UWM Society for Human Resource Management (SHRM)

Sept. 20XX – Present

- Serve as Director of Corporate Relations (1 year) to coordinate speakers with employer partners

Habitat for Humanity, Volunteer

Oct. 20XX – Aug. 20XX

UWM River Clean Up

April 20XX

TECHNOLOGY

HR Tools: Workday, Handshake, HireView, HRIS

Office Tools: Outlook, Word, Excel, PowerPoint, SharePoint, Teams, Zoom, Slack

Social Media & Design: LinkedIn, Instagram, Snapchat, TikTok, and Canva

OBJECTIVE

Experienced junior accountant with proven analytical and problem-solving skills in a business setting. Looking for an internship focused in on public accounting for the Spring 20XX semester that will further hone skills in the audit area.

EDUCATION**University of Wisconsin – Milwaukee, Milwaukee WI**

Bachelor of Business Administration, Anticipated **December 20XX**

Majors: Accounting and Finance, Certificate in Artificial Intelligence & Analytics for Business

Overall GPA: 3.46

Relevant Course: Intermediate Accounting

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

EXPERIENCE**Alterra Healthcare, Brookfield, WI**

June 20XX to Present

Junior Accountant Intern

June 20XX to Present

- Analyze and reconcile bank and general ledger accounts
- Maintain strong organizational and time-management abilities to efficiently manage financial records
- Record revenues and expenses through general ledger journal entries
- Assist with billing, invoicing and receivable activities
- Interact with field personnel and ability to identify and resolve variances
- Prepare and maintain Excel spreadsheets (use PivotTables, VLOOKUP, formulas)
- Reliable, professional, and able to manage sensitive financial data with confidentiality

Accounts Payable Analyst Intern

December 20XX to June 20XX

- Analyzed invoices for accuracy and processed timely payments in accordance with company policies
- Researched and reconciled vendor account discrepancies to ensure accurate balances
- Provided quality customer service to both internal and external customers

United Parcel Service, Elm Grove, WI

May 20XX to Nov 20XX

Control Tower Operator

May 20XX to Nov 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 facilitate communications throughout the building

Package Sorter and Handler

April 20XX - May 20XX

- Expedited movement of packages throughout the building.

PROFESSIONAL SKILLS

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

Language: Fluent in English and Spanish

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Summary

Pro-active critical thinker with strong decision-making skills. Proven ability to lead teams and solve complex problems. Seeking supply chain role to contribute analytical skills and improve efficiency.

Education

University of Wisconsin-Milwaukee, Milwaukee, WI

Bachelor of Business Administration: Supply Chain & Operations Management

May 20XX

Relevant Courses: Purchasing & Supply Management, Supply Chain Analytics, ERP Concepts

SAP Case Study: Utilized SAP S/4 Hana to test warehouse management system, receive goods, and create a stock transport order.

Work Experience

Retail Corporation

Milwaukee, WI

Inventory Management Intern

June 20XX– August 20XX

- Validated a nation-wide replenishment project to standardize store operations.
- Performed primary qualitative and quantitative research by reviewing displays, interviewing store managers, and analyzing point-of-sales data.
- Presented results to senior leaders and team members, communicating cost savings in top stores and 2% gross margin increase.

Non-Profit Organization

Milwaukee, WI

Summer School Teacher

June 20XX – August 20XX

- Collaborated with co-teacher to create organized and clear lesson plans for 30 students.
- Tailored communication and lesson plans to students' comprehension level and diverse needs.
- Quickly resolved conflicts between students and discussed opportunities for mutually beneficial compromise.
- Managed time effectively to monitor the flow of the classes and ensure on-time transition.

Sub Shop

Milwaukee, WI

Cross-trained Cashier & Sandwich Maker

August 20XX – August 20XX

- Developed multi-tasking skills in a fast-paced environment while attending to customers.
- Utilized attention to detail to accurately follow policies and procedures for financial transactions.
- Recognized for dependability and chosen to close the shop on late nights.
- Reviewed inventory of food and packaging supplies to recommend reorder quantities.

Leadership Experience

Student Organization

President, Committee Chair, and Member

September 20XX – May 20XX

- Increased membership by 30% with engaging networking events, creative marketing of the benefits, and building partnerships with local supply chain employers
- Led a team of six to efficiently plan weekly meetings and a banquet for 80 guests.

Technical Skills

ERP Software: Oracle PeopleSoft (PAWS), SAP S/4 Hana, MicroStrategy

Data & Visualization: Power BI, Tableau, Oracle Business Intelligence, SQL, SPSS, R, Python

Communication & Teamwork Tools: Zoom, Slack, Discord, Trello

Microsoft Office: Excel, PowerPoint, Access, Project, Teams, Outlook, Word