

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 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

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 20XX

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 20XX – 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 20XX, 20XX

- Prepare custom drink orders in a timely fashion while multitasking in a fast-paced environment
- Maintain workstation 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, 20XX – present (Vice President, 1 year)

UWM Women in Business, 20XX – 20XX

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

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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 20XX

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 20XX – 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 20XX – April 20XX

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), 20XX – Present (Secretary, 1 year)

Habitat for Humanity, 20XX – 20XX

UWM River Clean Up, April 20XX

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

Junior Accountant

Brookfield, Wisconsin

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

Control Tower Operator

Elm Grove, Wisconsin

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