
FIRST M. LAST

123 Abbey Road, Sometown, ST, 12345

555.555.5555 notreal@host.com

EDUCATION

Non-Target State School: State College of Business
Master of Business Administration
Concentration: Financial Management

Sometown, ST
Graduation May 2014 (Expected)
GPA: 4.00 / 4.00

Bachelor of Science in Business Administration
Major: Marketing Management

Graduated 'Cum Laude' May 2012
GPA: 3.54 / 4.00

WORK EXPERIENCE

Non-Target State School: Office of Instructional Technology
Technology Administrator

May 2013 – Present

- Developed and implemented a project management system which was shared across three departments, the system enhanced interdepartmental communication and resulted in 95% of projects meeting deadlines
- Coordinated eleven programmers and managed information technology projects including database and website construction, hardware procurement, graphic design, and video production
- Facilitated workshops for faculty on implementing technology in the classroom, rated 9/9 for effectiveness by attendees

Non-Target State School: Facilities Management
Budget Analyst

May 2012 – May 2013

- Processed university's approximately 250 monthly utility bills totaling over \$300,000 with no late fees incurred
- Tracked spending of nearly 50 active projects, project budgets frequently exceeded \$1,000,000, including two projects budgets exceeding \$20,000,000
- Reconciled project budgets biweekly by querying against two databases, analyzing expenditures, deducing causes of billing errors, and correcting them when they occurred
- Reconciled \$3,500,000 annual utility budget monthly, analyzing usage reports to detect incorrect utility provider charges
- Drafted best practices procedure manual for future analysts, assuring improved methods would not be lost with my departure

Fortune 500 Industrial Supplier
Outside Sales Support

September 2009 – September 2012

- Designed and implemented a store merchandising plan, parts merchandised by this plan saw sales grow by as much as 20%, while parts not merchandised by this plan saw sales grow just 10%
- Restructured outgoing order staging making high-volume products more readily accessible, allowing each salesperson 3 – 5 additional weekly sales calls, a 15% increase
- Converted walk-in customers into account-based purchasers through customer relationship creation and development

Financial Services Company
Financial Representative Intern

January 2012 – July 2012

- Analyzed clients' portfolios and income streams, advising them on optimum utilization of assets to attain financial goals
 - Passed Missouri Department of Insurance exam to become a licensed agent for fixed annuities, life, health, and disability insurance
 - Communicated benefits of various financial instruments to prospects who had no proprietary knowledge of the product
 - Created and maintained relationships with prospects and clients, leading to over 75 client referrals
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CAMPUS ENGAGEMENT

College of Business Consulting Group

- Founded this student-led organization to provide consulting and business analysis services to local companies

ABC Fraternity

- Executive council member, organized and facilitated membership development activities, delegate to national convention in Boston, July 2010

Order of Omega

- Honor society for top 3% of Greek organization members based on leadership and GPA
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COMPUTER SKILLS

- Microsoft Office Suite: Excel, Word, PowerPoint, Access, and Visual Basic for Applications
- Website Editing: HTML and CSS