

# First Last

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## EDUCATION

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### **TOP 20 TARGET**

*Bachelor of Business Administration in Finance with a Supplementary Major in Chinese*

**City, XX**  
May 2015

- GPA: 3.5
- Business GPA: 3.9; Chinese GPA: 4.0
- SAT: 2260/Math: 780---- ACT: 34/Math: 35
- Honors: Dean's List Fall 2012 and Spring 2013, 2<sup>nd</sup> place Chinese Speech Contest 2013, National Merit Finalist

## EMPLOYMENT HISTORY

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### **Academic Services for Student Athletes**

**University of College**

*Tutor*

*Jan 2013– present*

- Tutor student-athletes in managerial accounting and corporate financial management, helping to progress their academic studies and challenging each to reach his or her academic potential
- Devise teaching techniques to cater to each individual's learning strengths
- Evaluate students' academic progress and inform ASSA counselors through session reports

### **Startup.org**

*Virtual Intern*

*June 2013 – August 2013*

- Provided accessible educational content by locating, categorizing, and tagging 30 videos per week for this arts & humanities e-learning startup
- Lauded as a “star contributor”

### **Small Self-Storage Company**

**Hometown, XX**

*Social Media Marketing Consultant*

*May 2012 – Aug 2012*

- Presented specific recommendations to the operating manager regarding various marketing practices of the company including its website and Yellow Pages, several of which have been adopted
- Penned an official recommendation to implement social media advertising into the business's marketing practices

### **Transportation Company**

**Kansas City, MO**

*Mascot Transportation Coordinator*

*July 2012*

- Coordinated transportation of mascot talent from hotel to various 2012 MLB All Star Week events
- Communicated between office and drivers to assure all transportation was completed effectively and efficiently

## ACTIVITIES

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- University Glee Club, 2011-2013
  - 2012-13 Merchandise Commissioner
    - Planned and executed the sale of Glee Club jackets
    - Introduced and coordinated the production and sale of a new Glee Club product
  - 2013-14 Historian
- Speech Team, 2011-2013
  - Intercollegiate speech team which aimed to foster the development of rhetorical and communication skills
  - 2011-12 Founding Member
  - 2012-13 Secretary
- Performed in 16 musicals and many plays at the college, regional, and high school levels
- Played the violin for 10 years

## ADDITIONAL SKILLS

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- Proficient in MS Word, Excel, PowerPoint, and Access
- Experience with Microsoft Windows and Mac OS
- Basic Chinese and Spanish