

Seek A. Position

Current Address:

100 Student Road
Bloomington, IN 47401
(xxx) xxx-xxxx

student@indiana.edu

Permanent Address:

100 Home Road
Anywhere, IN 60606
(xxx) xxx-xxxx

CAREER OBJECTIVE

Management - Seeking a challenging position in a dynamic environment that focuses on building strategic relationships with clients and promotes customer satisfaction while achieving personal and company goals.

EDUCATION

Indiana University, Kelley School of Business, Bloomington, IN

May 2007

Bachelor of Science in Business

Major: Management and Entrepreneurship. Overall GPA 2.9/4.0 Major GPA: 3.5/4.0

Study Abroad, Institute for the International Education of Students, Barcelona, Spain (Summer 2006)

- Extensive study of the Spanish and Catalan cultures through classroom and host family experience. Learned valuable lessons in time management, foreign exchange rates, and cultural aspects of business.

ACTIVITIES AND HONORS

- **Rush Chair**, Zeta Beta Tau Fraternity – Directed the recruitment of new members and developed a strategic marketing campaign to promote the benefits of fraternal involvement. Assisted in managing 15 social and networking events.
- **Captain**, Intramural Softball Team, Zeta Beta Tau Fraternity – Organized try-outs, selected team, and coached an eight week season.
- **Pledge Class Secretary**, Zeta Beta Tau Fraternity – Constructed phone and email lists to ensure timely communication amongst 33 pledge brothers.

EXPERIENCE

Holt Electrical Supplies Inc., St. Louis, MO

Summers 2004 – 2006

Sales and Marketing Intern

- Researched, updated, and selected more than 5,000 commercial electrical products for publication in company catalog.
- Developed an informational business-to-business website using HTML and FrontPage to increase customer awareness and sales support.
- Analyzed and responded to 6 successful customer bids and prepared sales presentations using PowerPoint.
- Shadowed store manager and attended sales meetings to learn about product specifications, sales support techniques, and pricing strategies.

Community Center, Chesterfield, MO

December 2004 – February 2005

Youth Sports Assistant Director

- Coordinated youth soccer, basketball, and baseball programs by configuring teams and making schedules as well as coaching a team in each age category.

Holt Electrical Supplies Inc., St. Louis, MO

Summers 2002 – 2003

Sales Associate

- Developed a customer service center focusing on specialty items for the construction industry resulting in a 10% increase in annual sales revenue.
- Handled sales inquiries, researched product databases, and provided support to buyers.