

Susan Forsythe

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GENERAL BUSINESS MAJOR

Versatile Business Skills | Proven Leadership Abilities | Customer-Focused | Sales-Oriented

- ◆ Upcoming graduate of XYZ College (currently in senior year of BSBA program), where studies have encompassed a range of business-related disciplines.
- ◆ Solid foundation in the buying, selling and production of goods, including operations management, accounting, marketing, finance and information systems.
- ◆ Driven achiever with customer service, communication and organizational strengths and a history of strong contributions in both paid and volunteer positions.

EDUCATION

XYZ COLLEGE — Sometown, AZ

Bachelor of Science in Business Administration (BSBA) pending (110 of 120 credits completed)

Major in General Business ◆ Minor in Finance

- Leadership Activities:**
- ◆ **VP | Treasurer | Event Chair**, Kappa Kappa Gamma
 - ◆ **Coordinator**, Breast Cancer Awareness Walk-a-Thon and Toys for Tots Holiday Toy Drive (*surpassed donor participation goals by up to 22%*)
 - ◆ **Fundraising Chair**, DEF Children’s Hospital (*raised \$17K, exceeding goal by 35%*)

Course Highlights:	Accounting I & II	HR	Management Information Systems
	Economics I & II	Management Business Law	International Business
	Finance	Business Statistics	Business Operations
	Marketing	Research Methods	Organizational Behavior

WORK EXPERIENCE

ABC COMPANY — Sometown, AZ