Susan Forsythe

Sometown, AZ 55555 | 555.555.5555 | sf@somedomain.com | LinkedIn URL

**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.

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|  | **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

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| ***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  Economics I & II  Finance  Marketing | HR Management  Business Law  Business Statistics  Research Methods | Management Information Systems  International Business  Business Operations  Organizational Behavior |

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|  | **Work Experience** |  |

ABC COMPANY — Sometown, AZ

**Office Assistant** *(seasonal employment simultaneous with college studies),* 2015 to Present

Work in family-owned commercial and residential landscaping company. Perform business and administrative tasks, respond to customer inquiries, schedule jobs and assist with sales calls.

***Key Results:***

* Demonstrated business, sales and financial acumen in efficiently handling multifaceted assignments.
* Ensured timely, accurate preparation of invoices, payroll and accounts payable records.
* Helped close sales, including a $12K contract win with a large resort hotel.
* Delivered friendly, courteous customer service in all phone and face-to-face client interactions.

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|  | **Volunteerism** |  |

Sometown SPCA Animal Shelter ◆ Special Olympics: Sometown Chapter ◆ DEF Children’s Hospital