

John Smith

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OBJECTIVE

Seeking a marketing internship with ABC Company in Spring 2017 to utilize my organizational and analytical skills.

EDUCATION

Bachelor of Business Administration

Kent State University

Major: Business Management

Expected Graduation: May 2018

Kent, Ohio

GPA: 3.6

SIGNIFICANT COURSEWORK

Business Finance, Principles of Management, Legal Environment of Business

COMPUTER SKILLS

Microsoft Office: Word, PowerPoint, and basic Excel

Applications: SQL (Structure Query Language)

Programs: Adobe Photoshop, Movie Maker

Social Media Administration: LinkedIn, Twitter, Instagram, Facebook

WORK EXPERIENCE

Kent State University, Kent, Ohio

August 2015 - Present

Resident Advisor

- Collaborate with 10 building staff and campus administrators on a weekly basis to organize a pancake breakfast fundraiser for 200 attendees, raising \$500 for community charity.
- Utilize effective time management skills by creating and implementing 6 programs and activities each semester for 30 residents while balancing full-time course load and extracurricular commitments.
- Demonstrate strong communication skills through interacting with 150 residents and campus administrators on a weekly basis.
- Facilitate problem-solving and conflict resolution amongst residents by serving as positive role model, mediator, and leader through one-on-one and small group interventions.

Panini's Bar and Grill, Cleveland, Ohio

August 2014 - May 2015

Server

- Worked independently in a fast-paced environment while developing customer service skills with each guest to ensure their needs were consistently met.
- Optimized persuasive skills to highlight nightly specials and engage each table's attention.
- Fostered cooperation within a staff of 7 to maintain a pleasant atmosphere.

LEADERSHIP EXPERIENCE

Harding Middle School, Columbus, Ohio

July 2014 - October 2015

Soccer Assistant Coach

- Executed strong communication skills by guiding and leading 20 seventh and eighth grade girls on team.
- Served as positive role model by teaching young athletes about teamwork, respect, and conflict-resolution.
- Planned and led weekly meetings with up to 15 parents, field managers and staff members.
- Led team to its first regional championship in October 2015; recognized at school banquet with leadership award.

CAMPUS INVOLVEMENT

Member, Delta Sigma Pi

August 2016 - Present

Member, Collegiate Business Association

August 2015 - Present

VOLUNTEER EXPERIENCE

Relay for Life, Kent State University

March 2015

Donation Processor, Greater Cleveland Food Bank

December 2014 - February 2015

HONORS

Summit County Alumni Association Scholarship

Spring 2014 - Present

Dean's List

Spring 2013 - Spring 2015