Name Here Email address | City, State Zip

555.555.5555 | LinkedIn

**PROFESSIONAL SUMMARY**

Put your opening summary here.

**EDUCATION AND CERTIFICATIONS**

**Bachelor of Science,** *Economics*, Florida State University | 2021

Minor: Data Science | GPA: 3.95

Certification Name, Issuing Organization

**PROFESSIONAL EXPERIENCE**

**Role or Internship**, Company | Aug 2016 – Present

* Built and sustained relationships with clients, partners, vendors, and internal teams.
* Upsold client solutions; suggest recommendations through a consultative sales approach in virtual environment with team.
* Support client issues; coordinate with Microsoft technical support teams for resolution.

**Role or Project**, Company Name | Nov 2014 – Aug 2016

* Reported sales activity and sales pipeline forecasts for executive leadership.
* Generated report to support sales pipeline opportunities for senior consultants.

**Role**, Company | Sep 2013 – Nov 2014

* Identified and validated new prospects for Federal Income Tax Consulting Services.
* Executed cold-calling and other prospecting campaigns to close deals and generate new business.
* Provided quality customer service to assist new clients with their decision to purchase services.

**SKILLS**

Team Collaboration Client Relationships Audits Forecasting & Market Insights

Portfolios Risk Mitigation Reporting Discovery Meetings

**VOLUNTEER AND COMMUNITY INVOLVEMENT**

**Member,** SGA | 2019 – 2021

**Volunteer,** Habitat for Humanity | 2016, 2018