

# FIRSE YEER

5032 Forbes Avenue, SMC 1111 • Pittsburgh, PA 15289 • (412) 123-4567  
freshman@gmail.com

## EDUCATION

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### **Carnegie Mellon University, Pittsburgh, PA**

Bachelor of Science in Business Administration

May 2018

### **Pine-Richland High School, Gibsonia, PA**

High School Diploma with Honors, 3.9/4.0 GPA

May 2014

National AP Scholar, National Honor Society

## EXPERIENCE

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### **The Tartan, Pittsburgh, PA**

Advertising Staff and Staff Artist

Sept. 2014-present

- Work with businesses and campus organizations to place their advertisements in *The Tartan*
- Answer inquiries from advertisers regarding procedures and other newspaper information
- Work with business department and editorial staff members to finalize and confirm all advertisements
- Compile past advertising data for future adjustments in prices and advertising options

### **Kumon Learning Center, Gibsonia, PA**

Teaching Assistant

Apr. 2011-Aug. 2014

- Helped students to complete and understand their assignments in math and reading, while encouraging them to develop independent learning and critical thinking skills

### **Global Marketing, Inc., Wexford, PA**

Marketing Intern

June 2013-July 2013

- Collaborated with restaurants, venues, and universities in the Greater Pittsburgh area to promote their facilities in the 2013 city marketing brochure
- Revised the company statement in the 2013 brochure to reflect current projects and strategies
- Edited the monthly newsletter and managed social media sites such as Twitter and Facebook to advertise events and promotions in downtown Pittsburgh

## ACTIVITIES

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### **Smart Woman Securities**

Member

Sept. 2014-present

- Attend a seminar series with professors to learn about the investment research and asset allocation process
- Use knowledge from the seminar series to research a company's stock for an investment project

### **Future Business Leaders of America**

Competitor and Member

Sept. 2011-June 2014

- Competed in global business events at the regional and state levels in 2012-2013; achieved 1<sup>st</sup> place in Pennsylvania and advanced to the national competition
- Competed in an economics event at the National FBLA convention in Florida in the summer of 2012
- Learned about topics in macroeconomics, microeconomics, management and marketing
- Helped to organize fundraising events, generating \$500 towards annual trips to state and national competitions

### **Operation Smile**

Event Coordinator

Sept. 2012-June 2014

- Planned and organized six events that raised approximately \$1,000 to contribute to the Operation Smile cause and promoted the organization's mission to the school and local community

## SKILLS

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Microsoft Excel, Access and PowerPoint, Python, DoubleClick for Publishers