**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.

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| **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 Processer, Greater Cleveland Food Bank | December 2014 - February 2015 |  |
| **HONORS** | Spring 2014 - Present |  |
| Summit County Alumni Association Scholarship |  |
| Dean’s List | Spring 2013 - Spring 2015 |  |