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|  | **Lee Sung**  London, United Kingdom | +44 715 123 4567  [LeeSung2014@student.hult.edu](mailto:LeeSung2014@student.hult.edu) | lsung@gmail.com  http://www.linkedin.com/in/lsung |

**Font type and size**

• Type: “Arial”

• Page 1 name: 18 pt.

• Section headers: 12 pt.

• All other content: 10 pt.

• Contact Info: 9 pt.

Hult logo in upper-left of the first page

**Education**

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**Bachelor of Business Administration, Management Major**  Sep 2014 – Aug 2017

* Completed rotational program in Shanghai (2016)
* Cumulative GPA of 3.50/4.00
* Hult Management Consulting Club - Vice President

**International Baccalaureate Diploma** Sep 2010 – May 2014

DRESDEN INTERNATIONAL SCHOOL—Dresden, Germany

Date aligned to right margin using Tabs function

**Professional Experience**

Bold  
and all caps

**Hult Action Project—**Shanghai, China Jul 2016 – Aug 2016

**External Consultant**. Developed an efficient business strategy for Hult’s client company, Evonik’s, high performance polymers department in the Chinese automotive industry.

Job scope 1-3 lines max.

* Developed a business strategy to achieve a break-even point in the 5th year composed by a strategic partnership, acquisition and joint venture, which will be implemented in the following 2 years.

List impact at the beginning of each bullet

* Mitigated project plan risks by predicting 10 potential bottlenecks for the proposed growth strategy.
* Awarded 1st place out of 7 teams for the best business strategy proposed.

**IMPORT AND EXPORT SOLE-PROPRIETORSHIP—**Czech Republic and ChinaMay 2015

**Assistant & Translator.** Travelled to Yiwu, China for 4 weeks to help an entrepreneur to purchase products such as toys and home equipment to export to the Czech Republic for wholesale.

Relevant

achieve-  
ments

Each bullet  
2 lines  
max

* Helped to negotiate and close 15 deals by translating conversations from Chinese to English for the entrepreneur, the logistic company representative and at least 20 suppliers per day.
* Kept record of 100+ products, their quality and their prices in order to analyse that data and recommend the best products for the owner to purchase.
* Negotiated a purchase of 3 containers of toys and home equipment down from $130K to $115K in order to maximize profit for wholesale in Prague.

Quantify when possible!

MINDBODY, INC.**—**London, United Kingdom Jan 2015 – Apr 2015

Sales Associate. Responsible for business development through lead sourcing, cold calling and email marketing as well as managing and updating high quality lead databases.

Action Verbs

* Sourced 50 prospective leads per month and constantly exceeded target of 20 sales per month by cold calling and email marketing.
* Managed and updated high quality lead databases on Salesforce.com to support 10 members of the business development team and 3 senior sales representatives.
* Screen Shot 2013-07-20 at 6Screen Shot 2013-07-20 at 6Screen Shot 2013-07-20 at 6Increased number of German sales by 15% by introducing German email templates, which streamlined the follow-up process.

Double return between résumé sections

**Additional Information**

Single return after section headers

**Work Authorization:** EU Citizenship (Germany)

**Languages:** Mandarin (native), German (native), English (fluent), Cantonese (fluent)

**Technologies:** MS Office (advanced), Salesforce CRM (proficient)

**Awards:** 2nd Place - Dresden Chess Competition (2013), Superior Score – Dresden Piano Recital (2012)

**Organizations:** Hult Rise - Volunteer