

Morgan Management

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EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

Expected May 20XX

Double Major: **Management and Leadership & Economics**

- GPA: **3.60** (Major)
- Awards: Founder's Scholarship, Dean's List Fall 20XX – Spring 20XX

RELEVANT EXPERIENCE

Enterprise, Philadelphia, PA

Sales Management Intern

Sept. 20XX – May 20XX

- Built marketing strategies, management techniques, customer service, and recorded weekly profit and losses
- Practiced and adhered to company methods and ethical policies
- Checked and reviewed the quality assurance process to ensure the vehicles were of appropriate standard
- Created documents and reports to be handed out at staff meetings

Reverie, Buffalo, NY

Financial Planning & Analysis Intern

May 20XX – August 20XX

- Consolidated and analyzed financial data (budgets, income statement forecasts, etc.)
- Reconciled transactions by comparing and correcting data
- Analyzed financial transactions within the Enterprise Resource Planning system

WORK EXPERIENCE

Under Armour, Philadelphia, PA

Assistant Shift Manager

Sept. 20XX – Present

- Monitor product sales and returns activity
- Inventory weekly stock and request an order of various products when dropped below a specific level
- Establish and implement policies, goals, objectives, and procedures for the store
- Train new employees and supervise 6-8 employees per shift
- Recognized as Sales Associate of the month in 20XX; promoted to Assistant Shift Manager

LEADERSHIP & ACTIVITIES

African American Student League, *President* (Spring 20XX-Present), *Member*

Fall 20XX – Present

- Preside over meetings and liaise with the La Salle community in order to promote diversity and unity among peers
- Coordinate annual MLK Day Event with an approximate attendance of 150+ patrons, which includes securing lecturers, hiring vendors, and overseeing event set-up and break-down

Philabundance, *Volunteer*

20XX - 20XX

Susan G. Komen Race for the Cure, *Volunteer*

Fall & Spring 20XX

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Analytics, Google AdWords

Language: Bilingual in English and Spanish