

SAMPLE RESUME

MIGUEL MANAGEMENT

Philadelphia, PA | Name@lasalle.edu | 123.456.7891 | LinkedIn Link

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

Expected May 20XX

Major: **Management and Leadership**

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

RELEVANT EXPERIENCE

Enterprise, Philadelphia, PA

Sales Management Intern

September 20XX – May 20XX

- Built marketing strategies, management techniques, customer service, and recorded weekly profit and losses
- 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

September 20XX – Present

- Monitor weekly inventory 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 to allow for successful workflow and create a positive shopping experience for customers
- 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

Delta Phi Epsilon Sorority, *Vice President*

September 20XX – Present

- Develop, plan, implement, and hold sorority's philanthropy event to raise money for The Cystic Fibrosis Foundation with approximate attendance of 350+ patrons
- Raise over \$17,000 for The Cystic Fibrosis Foundation through philanthropy event and alumni outreach campaigns

Lasallian Immersion and Volunteer Experience, *Member*

August 20XX – February 20XX

- Traveled to New Orleans and Miami to learn about environmental racism and human trafficking
- Performed community service using Common Ground Relief and Sharing

SKILLS

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

Language: Fluent in Spanish