

# John Doe

555 Street • Chicago Heights, IL 60411 • (555) 555-5555 • john.doe@gmail.com

## EDUCATION

Bachelor of Arts Degree – Business Administration – Management & Marketing May 2017  
Leadership Certificate Program Minor GPA: 3.4 | Wartburg College, Waverly, IA

*Leadership and Service Award Recipient: Wartburg College, April 2015*

## INTERNSHIP EXPERIENCE

Management Intern | Fiat Chrysler Production Plant | Belvidere, IL May – Aug. 2016

- Supervised 53 union employees while managing multiple tasks
- Analyzed work order totals from reports and conveyed the results to upper management daily
- Aided Fiat Chrysler in achieving WCM (World Class Manufacturing) Bronze Level Audit

## WORK EXPERIENCE

Student Manager | Wartburg College Dining Services | Waverly, IA Aug. 2014 – May 2016

- Direct, delegate tasks for and supervise student employees while maintaining employee scheduling
- Coordinate daily operations of the dining hall as well as maintain necessary inventory levels

Sales Team Captain | Hibbett Sports | Waverly, IA Aug. 2015 – Present

- Interface with customers to identify their purchasing needs and direct them appropriately
- Champions promotional items to increase sales revenues and achieve set sales goals
- Utilize merchandizing techniques to enhance product visibility and expedite product sales

## BUSINESS RELATED PROJECTS

Six Sigma Project | Operations Management | Waverly College | Waverly, IA Jan. - April 2015

- Utilized DMAIC tools to develop, analyze, and solve a product quality scenario
- Collaborated with three individuals to solve a manufacturing quality problem in a timely manner

Supply Chain Management Project | Operations Management Course | Waverly, IA Jan. - April. 2015

- Used company data to provide an appropriate supply chain improvements for their product base
- Used financial information to decide whether to insource or outsource based on costs and timing

Marketing Project | Marketing | Wartburg College | Waverly, IA Sep. – Dec. 2015

- Created a company based off a researched void within college town, Waverly Arcade
- Used current marketing models to find and target markets who could benefit from this business
- Successfully provided a pitch for the idea on a marketing basis and successfully earned an A

## CAMPUS LEADERSHIP & COMMUNITY INVOLVEMENT

- Executive Assistant for Diversity | Wartburg Student Senate | Waverly, IA May 2015 – April 2016
- President | Black Student Union | Wartburg College | Waverly, IA May 2016 - Present
- Tutor / Mentor | Boys and Girls Club | Waterloo, IA Jan. 2015 – Present
- Volunteer | Cedar Valley Friends of the Family | Waverly, IA Jan. 2016 – May 2016
- Multicultural Student Liaison | Wartburg College | Waverly, IA Aug. 2015 – Present

## USEFUL SKILLS

- Languages | Spanish both conversational and written
- Technical | Microsoft Office: Word • Excel • PowerPoint • Publisher