**Berea Student**

555-555-555 • [careerdevelopment@berea.edu](mailto:careerdevelopment@berea.edu) • LinkedIn Link

# Education

**Bachelor of Science in Business Administration** Expected: May 20xx

*Berea College, Berea, KY*

* GPA: 3.74/4.0
* Relevant Courses: Human Resources Management, Industrial/Organization Psychology, Organizational Communication
* Berea College Tuition Promise Scholarship ($176,000 value)
* Dean’s List (Fall 20xx, Spring 20xx, Spring 20xx)

# Work Experience

**Advanced Project Leader** August 20xx – Present

*Berea College Continuous Improvement, Berea, KY*

* Consult independently with clients across all areas of campus to improve productivity
* Teach new students all Continuous Improvement processes including yEd graphing, email communication, and spreadsheet manipulation leading to their independent success 1 month after training

**Sales Intern** June 20xx – August 20xx

*Boston News 7, Boston, MA*

* Increased efficiency within the sales department by collaborating with the Local Sales Coordinator to enhance quality and effectiveness by pulling 25+ client post logs, input of contracts, and research of contract discrepancies
* Identified over 20 potential advertisers within the Boston, MA area
* Systemized and summarized weekly itinerary reports for executives’ 20 accounts

**Project Lead** August 20xx – May 20xx

*Berea College Continuous Improvement, Berea, KY*

* Assisted the Continuous Improvement Manager on data collection, analysis, and compilation of 8 Green Belt projects throughout campus
* Utilize Excel and yEd Graphworks to capture value stream maps and record data
* Enhanced understanding of LEAN, Theory of Constraints, and Six Sigma

**Frontline Assistant** August 20xx – August 20xx

*Berea College Dining Services, Berea, KY*

* Enhanced understanding of food handling by completing ServSafe Certification
* Provided high levels of customer service to hundreds of college students daily ensuring all dietary needs were met

# Involvment

* **President**,Berea College Folk-Roots Ensemble (August 20xx – Present)
* **Member**, Student Alumni Council (August 20xx – Present)