

# JANE DOE

928-523-2222 | [Jane.Doe@nau.edu](mailto:Jane.Doe@nau.edu) | LinkedIn

## PROFESSIONAL SKILLS

- \* Microsoft and Excel programs
- \* Positive attitude
- \* Accounting Operations
- \* Adaptable to online platforms
- \* Microsoft Office Suite
- \* Leadership
- \* Public Speaking
- \* Highly Organized
- \* Detail oriented
- \* Excellent work ethic
- \* Problem-solving
- \* Time management

## EDUCATION

### **NORTHERN ARIZONA UNIVERSITY**

The W.A. Franke College of Business  
Bachelor of Science in Business Administration, Business Economics  
Risk Management and Insurance Certificate

Flagstaff, Arizona  
Graduation Spring XXXX  
GPA: X.XX

## RELATED EXPERIENCE

### **All Purpose Clerk (APC)**

Safeway Deli Department

- Fulfill small (16-24 serving) online and phone orders accurately
- Prepare Quality deli items for walk-in customers while offering superior customer service

February 2022 - Present  
Flagstaff, Arizona and Tucson, Arizona

### **Gamma Iota Sigma (GIS) – Vice President**

Northern Arizona University

- Coordinate with internal and external stakeholders to arrange events and meeting for current and prospective club members
- Prepare and report monthly budget reports to the national chapter
- Organize symposiums and trips per NAU and GIS guidelines

August 2022 - Present  
Flagstaff, Arizona

### **Future Businesswomen of America (FBWA) – Treasurer**

- Northern Arizona University
- Record monthly budget reports to keep track of expenditures
- Make financial recommendations to ensure efficient use of budget

January 2021 - Present  
Flagstaff, Arizona

### **Store Manager**

Baskin Robbins

- Interviewed, hired, trained and supervised a team of 16
- Applied conflict resolution skills to facilitate difficult conversations
- Accurately process cash and credit card transactions

July 2018- August 2021  
Flagstaff and Tucson, Arizona

## CONFERENCE ENGAGEMENT

**WSIA Excess and Surplus Lines Symposium** – Chicago, Illinois

November 16-17, 2022

**WSIA Excess and Surplus Lines Symposium** – ASU Campus

October 14-15, 2022

**Gamma Iota Sigma Annual Chartering Conference** – Charlotte North Carolina

September 28-1, 2021

**WSIA Risk Management Symposium** – Los Angeles

March 3-5, 2021

## ACHIEVEMENTS

**Future Business Women of America - President**

May 2023

**NAU Ralph Pauline Armond Memorial Scholarship**

August 2022

**The W.A. Franke College of Business: Robert H. Newlon Memorial Scholarship**

August 2022

**Presidential Leadership Fellows**

October 2021

**Celebration of Academic Excellence**

October 2021

**National Society of Collegiate Scholars**

August 2021- Present

**NAU Presidential Academic Scholarship**

August 2020

# Wendy Jackson

Flagstaff, AZ | Email: wj@nau.edu | Cell: (928)555-5555 | LinkedIn

## Skills

- Bilingual in English and Spanish
- 2 years of Research and Development experience
- Detail Oriented
- Excellent oral and written communication
- Active listening
- Proficient in Microsoft Office Suite

## Education and Relevant Coursework

NORTHERN ARIZONA UNIVERSITY – Flagstaff, AZ Expected Graduation May 2026  
**Bachelor of Science in Business Administration, Business Economics**  
GPA: 3.97

### Environmental Economics Project

- Group leader responsible for delegating duties by individuals' strengths, plotting timeline of due dates, follow up, and overall group presentation

### Capstone: MGT 490C

- Responsible for research and development
- Brainstorm with group CEO for guidance and progression of project
- Simulation competition finance/investment project where our group took first in market cap, profit and market share

## Collegiate Athletics

NORTHERN ARIZONA UNIVERSITY **Division I Track & Field Student Athlete** 2022 -Present  
Senior team member assisting with guidance, support, and motivation of underclass teammates

## Professional Experience and Leadership

TEACHER'S ASSISTANT - Principle of Economics: Macro August 2022 – Present

- Collaborated with the professor to grade assignments effectively and efficiently
- Worked one on one with students to teach concepts they are struggling to understand and answer questions outside of the classroom
- Documented student progress and with any administrative tasks

COLLEGE PRO WINDOW CLEANING – Part-time Worker May 2020 – Aug. 2020

- Administered the payment of wages to employees
- Maintained key accounting records, such as incurred expenses
- Cleaned exterior/interior windows and eavestroughs door to door washing windows

## Honors, Awards and Community Service

### Scholarships

- Student/Athlete Scholarship for Track 2022 – Present

### Academic Honors

- Dean's List 2022 – Present

### Athletic Honors

- Golden Eagle Scholar Athlete at Northern Arizona University 2022, 23, and 24
- Medaled in 60m, 100m and 4x100m 2022
- Medaled in 60m and 4x400m 2021
- Medaled in 60m and 4x400m 2020

### Community Service

- Big Brothers Big Sisters of America Volunteer
  - Provided a positive adult role model to my 9-year-old Little

- Martin Luther King. JR walk with the Student-Athlete community at Northern Arizona University
- Ambassador for the Northern Arizona Track Team Helped with community Women's Shelter preparing and serving food