**JOSE BUSINESS**

Local Address, City, State, Zip Code

Phone Number ▪ Email Address

[www.linkedin.com/(yourlink)](http://www.linkedin.com/(yourlink))

**CAREER OBJECTIVE**

Seeking an entry-level position in ...

**SUMMARY OF QUALIFICATIONS**

Developed extensive proficiency in sales, customer service and training

….

….

**EDUCATION**

The University of Texas at San Antonio

**Bachelor of Business Administration in Finance** Graduation: December 2016

Cumulative GPA: 3.39 Major GPA: 3.88

Relevant Coursework

Organization Theory

Management Science

Managing Human Relations

Principles of Marketing

Study Abroad – Kyoto University of Foreign Studies, Japan Summer 2014

**Alamo Community College**, San Antonio, Texas May 2010

Associate Degree in Business

**EXPERIENCE**

**Management Trainee Intern – Enterprise Rent A Car** – San Antonio, TX June 2013 – present

Awarded the employee of the month for…

Generate positive results by focusing on customer service, employee development and profitability

Reduced the … cost by … % and increased customer satisfaction by … %

Prepare daily and weekly sales projections utilizing Microsoft Excel

**Assistant Manager – Starbucks Coffee** – San Antonio, TX June 2011 – May 2013

Supervised and trained 4-6 new employees in the … Department

Increased sales by … % on a quarterly basis

Coordinated with … Managers to introduce new products and increase sales

**ACTIVITIES AND HONORS**

Business Student Council, President, UTSA, 2011 – 2012

McDermott Scholarship, three years

Dean’s List, UTSA, multiple semesters

American Heart Association 5K Run, Volunteer Coordinator 2010 – 2013

Habitat for Humanity, Volunteer 2010 – 2012

**ADDITIONAL SKILLS**

Fluent in Spanish; conversational in French

Microsoft Office – Word, Excel, PowerPoint, Access

Familiar with C++ and Java

CPR and First Aid Certification, valid through August 2011