**FirstName LastName**

(Area Code) ###-#### ▪ City, State Zip ▪ Your Cougarnet.uh.edu email address

Your LinkedIn URL (See linkedin.com/public-profile/settings)

# EDUCATION

**C. T. Bauer College of Business, University of Houston, Houston, Texas**

# Bachelor of Business Administration in Insert Major (This is your graduation semester) May 2026

Cumulative GPA: 3.14 (if above 3.00)

* Financed XX% of educational expenses through employment (if applicable)

**Houston Community College, Houston, Texas** (if you have transfer credits)

Associate of Arts in Business December 2023

# Note if you did not complete a degree, Completed XX hours towards an Associate of Arts in Business and list enrollment dates.

# ACADEMIC PROJECTS (This section is OPTIONAL)

# University of Houston, BUSI 3302: Connecting Bauer to Business Spring 2024

# XYZ Energy Management Corporate Project

# Collaborated with a team of 7 to conduct an in-depth analysis of the energy value chain, as well as the company’s position within a competitive marketplace

# Conducted research on emerging technologies and marketing of products and services for energy companies

# Assisted in delegating tasks to other group members and facilitated communication between the group and company representatives to provide timely status updates

# Presented findings to management staff and received recognition as a top 3 project for the course

# EXPERIENCE (If you have work experience)

**Discount Bookstore, Houston, Texas**  November 2023 – Present

# Sales Associate

* Manage and handle up to $1500 in cash and credit card payments daily
* Assure outstanding customer service while on the sales floor
* Assist with marketing campaigns, visuals, purchase orders and re-stocked products
* Train new employees on opening and closing procedures and store policies

**ABC Bank, Houston, Texas**  January 2022 – October 2023

Teller

* Processed checking and savings account deposits
* Marketed branch sales promotions and products to customers
* Responded to customer service inquiries and resolved account service issues

# HONORS AND AWARDS (This section is OPTIONAL)

Dean’s List: Fall 2023, Spring 2023, Fall 2022, Spring 2022

Ted Bauer Scholarship, 2023; Academic Excellence Scholarship, 2022 – 2023

# ACTIVITIES (This section is OPTIONAL)

Hispanic Business Student Association (HBSA), Fundraising Committee Member, Fall 2023 – Present

* Collaborate with a team of five fellow students to put together four bake sales each semester
* Raised an average of $2,500 per semester through campus events

Houston Museum of Natural Science, Volunteer Greeter, Summer 2022

**INTERESTS** (This section is OPTIONAL)

Completed 2023 Woodlands Marathon and 2023 Kemah Triathlon

Avid chess player

# SKILLS AND CERTIFICATES

Fluent in Spanish (for foreign languages indicate fluent, proficient, skilled, experienced, or conversational)

Microsoft Excel, Access, Power BI, Word, PowerPoint, Outlook; Tableau; Adobe Photoshop; Java

Tableau Essential Training Certificate, January 2024