

## First Last

linked.com/in/first-last • 024-XXX-XXXX

000 Ash Wood Circle • Fargo, ND 58105 • first\_last@gmail.com

### **EDUCATION**

#### **Master of Business Administration**

**December 2018**

*North Dakota State University (NDSU), Fargo, ND*

Concentration in Public Health

- Dissertation Topic: How e-commerce and virtual healthcare are affecting company profits on a national versus global scale
  - Completed extensive data analysis and research to consider how healthcare markets are affected by e-commerce.
  - Compared the access to restorative programming and healthcare services and the general qualities of healthcare where e-commerce access and virtual services are accessible.

#### **Bachelor of International Business**

**August 2015**

*Centennial College, Suzhou, China*

GPA 3.7/4.0

### **EXPERIENCE**

#### **Teaching Assistant**

**August 2018 – December 2018**

*NDSU College of Business, Finance Department, Fargo, ND*

- Demonstrated attention to detail when grading papers on topics such as Finance Market Regulations and Advantages of Global Diversification.
- Lead class of 30+ students by tailoring communication to the needs of the group and to effectively deliver content based on individual learning styles.
- Served as student and department liaison to ensure needs of the students were being met while upholding the credibility and standards of quality for the College and University.

#### **Finance and Investing Intern**

**December 2013 – August 2014**

*Beijing Dongfang Hua'er Finance Consultation Limited Company, Suzhou, China*

- Provided office support services including record keeping, data entry, and organization of materials for the department and other interdisciplinary offices within the company.
- Utilized verbal and written proficiency in Chinese to provide effective communication within the company as well as with outside, English-speaking stakeholders.

### **ADDITIONAL INVOLVEMENT**

#### **Scribe for Graduate Student Council**

**August 2017 – May 2018**

*North Dakota State University, Fargo, ND*

- Kept detailed notes and records for all committee members on all activities of the organization, meeting minutes, and records of all contributing members to provide adequate and detailed communication.
- Coordinated with the Public Relations & Outreach Chair for posting and distribution of information pertaining to the Graduate Student Council.