**First Name Last Name**

Yorktown Heights, NY

(123) 456-7890

Abcdefg@mercy.edu

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**Education**

**Mercy College**, Dobbs Ferry, NY

*Bachelor of Science in* *Business Administration/Sport Management* Expected 2017

* GPA: 3.32

*Honors*: Mercy College Coca-Cola Athletic Director’s Honor Roll (all semesters)

**Experience**

**Bridgeport Sound Tigers,** Bridgeport, NY

*Summer Intern* Summer 2015

* Created ticket promotions for the 2011-2012 season, and presented proposals to the management team using PowerPoint
* Managed corporate events, including manning tables, fielding questions from attendees, and obtaining prospective client leads
* Managed the box office on game day

**McDonalds**, Yonkers, NY

*Cashier* Summers 2013, 2014

* Handled financial transactions between guests and company and ensured data entered in the computer was correct
* Distributed food orders efficiently to ensure customers had minimal wait time
* Ensured customers were satisfied with order and transaction

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**Leadership & Activities**

**Mercy College Basketball Team**

*Co-Captain* 2015 - Present

* Organize practices and lead drills to improve individual and team skills

**Black Student Union**

*Treasurer*  2015-Present

* Created annual budget in Excel and presented to administration for approval
* Manage accounting of all spending and reimbursement process for expenses

**Skills**

*Language*: Proficient in spoken and written Spanish; Basic French

*Computer:* Proficient in Microsoft Word, Excel, and PowerPoint

**Sample Sophomore Resume**