**Student Name**

(111) 222-3333 | name@email.com | City, ST | http://www.linkedin.com/in/studentname

**EDUCATION**

Bachelor of Science: Business Management, Western Governors University, Salt Lake City, UT May 2025

**ACADEMIC PROJECTS**

* Undergraduate Capstone: Created a business plan for a hypothetical e-commerce firm utilizing the cumulative knowledge and skills gained during the undergraduate business management program
* Probability & Statistics: Interpreted categorical and quantitative data using appropriate numerical measures and graphical analysis; evaluated variables by creation and interpretation numerical summaries and visual displays
* Information Systems Management: gained understanding in the implementation and maintenance of sustaining information systems; Developed effective strategies for planning, analysis, and design systems
* Marketing & Business Communication: Performed competitive analysis and secondary market research in specific industry verticals; processed queries for market research requests that were presented in white paper reports
* Quality, Operations & Decision Science Concepts: Developed process documentation and business analysis of supply chain and fleet management programs.

**PROFESSIONAL EXPERIENCE**

Consultant, XYZ Improvements, Georgia March 2023 - Present

* Assisted in creating a business mission statement for handyman company startup, which mandates high quality work and maintains equitable costs to the client
* Generated business plan outlining possible market entrance strategies by researching 3 main online platforms and comparing costs and associated risks
* Created a targeted financial budget strategy to reinvest capital by using 40% of profits for expense purchases
* Manage competitive price point, increasing new business by offering prices 50% less than competitors
* Utilize Excel spreadsheets to input and reconcile $300 - $600 income and expenses daily
* Monitor weekly income and expenses maintaining targeted growth goals do not exceed 40% of profits
* Measure customer satisfaction asking for feedback after project completion resulting in 75% customer retention

Bookkeeper, XYZ Financials, Georgia April 2019– January 2022

* Used Excel to analyze large datasets for ad-hoc requests by management for decision-making purposes
* Utilized analytical skills to collect, organize, and analyze information; created a bookkeeping system in Excel
* Experienced in presenting 1-5 requested financial query report findings in Word and PowerPoint daily
* Located and defined new process improvement opportunities by analyzing financial data
* Supported teams on projects as needed by collaborating with the owner and CPA bi-monthly
* Demonstrated attention to detail having input 36 months of financial data with 98% accuracy
* Handled sensitive financial and intellectual property, protecting confidential information by researching laws and regulations and incorporating additional security measures

Server, XYZ Cafe, Georgia August 2015 – February 2019

* Disseminated large volume of information about products and services to 40-90 clients daily
* Processed and handled cash, credit and check transactions between $500 - $1700 per shift
* Marketed and promoted new products to customers resulting in a 5% increase in sales and new clientele

**TECHNICAL SKILLS**

* Microsoft Office Suite: Excel, Access, Word, Power Point, Outlook