**First Last**

340 Management Street | Upstate, NY 10999 | (914) 123-4567 | astudent@binghamton.edu

**EDUCATION AND HONORS**

**Binghamton University, State University of New York**

*Bachelor of Science in Business Administration*  *May 20xx*

*Concentrations in Management Information Systems, and Consulting and Leadership*

Cumulative GPA: 3.xx/4.00

**Florence University of the Arts Florence, Italy**

Study Abroad: *Course in Cross Cultural Arts Management May 20xx- July 20xx*

**PROFESSIONAL EXPERIENCE**

**Fleishman Center for Career and Professional Development Binghamton, NY**

*Peer Assistant* *January 20xx - Present*

* Advise undergraduate students by navigating website resources to help them successfully find information regarding internships, part time jobs, and career assessments
* Interview candidates for career consultant position by evaluating presentations and providing feedback in order to ensure their skill level and personality fit into the atmosphere of the campus career center

**Association for Chartered Certified Accountants** **Florence, Italy**

*Student Engagement and Education Intern* *May 20xx – July 20xx*

* Tracked 75+ ACCA members researching their current jobs to show impact of education and ACCA certification
* Processed data about competitors' collaboration with universities into charts and spreadsheets to improve communication with partners

**LEADERSHIP EXPERIENCE**

**Society for Human Resource Management (SHRM) Binghamton, NY**

*President*  *May 20xx – Present*

*Secretary August 20xx – May 20xx*

* Organize HR guest speakers, restaurant fundraisers, and workshop events by collaborating with other executive board members in order to spread awareness of careers in HR and to grow the club
* Created the first University-wide HR case competition with other executive board members including additional case preparation workshops to help students develop the skills required for successful case completion

**BU Scholars Community Service Committee Binghamton, NY**

*Active Member August 20xx – Present*

* Participate in community service events, including Soup Kitchen Saturdays, school supplies collection drives, beautifying downtown Binghamton, and letter writing to veterans
* Collaborate in bi-weekly meetings centered around increasing student involvement through new calendar updates and voted on community service projects

**BU Scholars Program** **Binghamton, NY**

*Teaching Assistant* *August 20xx – December 20xx*

* Led weekly class discussions on Thinking like Leonardo da Vinci, promoting critical thinking through conversation about nonfiction writings from noteworthy authors
* Built positive connections between first year students by organizing team-oriented activities such as vertical card towers, class nature walks, bowling competitions, team yoga classes, and ice breaker games

**BU Scholars Freshman Mentoring Program Binghamton, NY**

*Student Mentor August 20xx – May 20xx*

* Planned events as one of ten selected leaders to help assimilate the incoming freshmen class by organizing group events of over 75 people such as a Thanksgiving Banquet and hikes to foster a sense of community between students in the program
* Arrange smaller-scale activities such as individualized classroom location tours, wellness activities, and smaller family style dinners in an effort to ensure new students are comfortable in a more personalized environment

**TechX Case Competition Binghamton, NY**

*Finalist – 2nd Place October 20xx*

* Analyzed struggling technology firm’s current products and financial standing to resolve their issues and provide solutions to implement 24-hour customer service and hire a new executive to oversee additional responsibilities
* Advanced to final round as one of three teams in a competition of over 250 participants to showcase PowerPoint presentation outlining our recommendation to panel of EY senior managers

**ADDITIONAL INFORMATION**

* **Skills and Certifications:** Proficient in Microsoft Office, Certified SHRM Student Member
* **Activities and Interests:** Aerial Arts, Volleyball, Traveling, Guitar