

SAMPLE STUDENT

samplestudent@mail.missouri.edu • www.Linkedin.com/in/mizzoustudent • (555) 555-3421

EDUCATION

University of Missouri
Master of Accountancy
Bachelor of Science in Accountancy

Columbia, Missouri
Expected Graduation Date: May 20__
GPA: 3.7/4.0

EXPERIENCE

Tax Research Specialist

June 20__ - August 20__

H&R Block, Kansas City, Missouri

- Assisted in researching tax issues, applicable tax law and regulations and conducted analysis to determine best tax treatment for clients
- Evaluated tax questions from clients to ascertain the exact nature of the issue and prepared accurate responses in a timely manner
- Worked with tax manager to research moderately complex tax situations and determined solutions utilizing research materials

Accounting Intern

June 20__ - August 20__

Enterprise Fleet Management, St. Louis, Missouri

- Assisted with answering billing questions from customers and field offices
- Maintained customer accounts and processed application of customer payments
- Updated and managed accounts receivable reporting

Front Desk Student Assistant

August 20__ - May 20__

University of Missouri International Center, Columbia, Missouri

- Greeted visitors at The International Center and helped design informational materials
- Operated phone system, answered questions, scheduled appointments according to the procedures
- Assisted with online document requests, maintained files, and distributed mails

ACTIVITIES

Vice President

Beta Alpha Psi (Business/Accounting Academic Organization)

September 20__ - Present

- Held meetings with accounting firms and other large corporations
- Organized and arranged networking opportunities for accounting students
- Participated in community service events and planned annual picnic with accounting firms

Member

Mizzou Paintball Club

September 20__ - Present

- Participated in weekly training to prepare for the National Professional Paintball League tournament
- Organized and motivated team to participate in weekly training

Sample Student

201 Student Success Center Columbia, Missouri 65211
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EDUCATION

University of Missouri Columbia, Missouri
Bachelor of Science in Business Administration Expected Graduation Date: May 20__
Emphasis: Finance and Banking GPA: 3.6/4.0
Minor: Information Technology

Trulaske College of Business Study Abroad December 20__ – January 20__
• Paris and Amsterdam – International Business Management Intersession Course

PROFESSIONAL EXPERIENCE

The PrivateBank and Trust Company May 20__ – August 20__
Commercial Banking Intern St. Louis, Missouri

- Developed financial models to structure and optimize transactions
- Conducted analyses on client capital structure and prepared presentations for financing proposals and new business development
- Assisted managers with portfolio management, business development and financial analysis

Hallmark Cards, Inc. May 20__ – September 20__
Information Technology Intern Kansas City, Missouri

- Performed analyses and consulted with contractors to accomplish desired outcomes
- Worked with senior managers to define solutions for business partners
- Applied technical knowledge to solve problems in specific business areas

B&B Bagel Company August 20__ – May 20__
Customer Service Columbia, Missouri

- Developed creative in-store activities to enhance customer experience through engagement and sampling
- Clearly communicated product information to all customers and recommended appropriate product to meet customer's needs

LEADERSHIP & ACTIVITIES

Financial Management Association September 20__ – Present
Vice President

- Encouraged interaction between business executives, faculty and students
- Organized weekly meetings, prepared meeting materials and presented financial issues

Mizzou Cycling Club September 20__ – May 20__
Treasurer

- Oversaw and presented budgets and financial statements to the committee
- Developed fundraising strategies and successfully raised \$ 2,000 for club activities

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EDUCATION

University of Missouri
Bachelor of Science in Business Administration
Emphasis: Marketing, Management, Finance or Economics

Anticipated Graduation: May 20__
GPA 3.7/4.0

Bachelor of Arts in International Studies
Emphasis: Language

PROFESSIONAL EXPERIENCE

Executive Advantage, LLC – Columbia, Missouri

August 20__ – Present

Marketing Assistant

- Increased sales by 10% and achieved a sustainable competitive advantage through holding internal and external marketing events
- Identified new sales leads and worked with marketing managers to develop innovative marketing strategies
- Developed client proposals, case studies, presentation and marketing materials to be used in marketing events
- Proactively gathered feedback from clients to better understand their needs and to uncover opportunities

Shanghai General Motors – Shanghai, China

May 20__ – July 20__

Business Development Intern

- Evaluated company portfolios and the competitive environment of the market to develop services provided to customers
- Supported the business development and sales teams on developing strategies for researching new customer prospects and sales leads
- Conducted analyses on strategic planning, forecasting, and pricing plans and formed recommendations for improving sales

West Liberty Foods – West Liberty, Iowa

May 20__ – August 20__

Export Compliance Intern

- Provided compliance safeguards throughout company supply chain to ensure order processing due diligence checks produce consistent export decisions
- Assisted an export compliance team to audit procedures and monitor ongoing training and regulation
- Developed instructions for employees to incorporate into their daily responsibilities to screen export transactions against general prohibitions of exports, re-exports, and selected transfers to certain end-use and end users

VOLUNTEER EXPERIENCE

The Food Bank of Missouri
Veterans Nursing Home

August 20__ – Present
August 20__ – Present

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EDUCATION

University of Missouri

Bachelor of Science in Business Administration
Emphasis: Management

Columbia, Missouri

Expected Graduation Date: May 20__

GPA: 3.5/4.0

EXPERIENCE

Wellness Resource Center Student Assistant

August 20__ - Present

University of Missouri Wellness Resource Center

Columbia, Missouri

- Create and distribute educational materials about safe tailgating and safe partying to students and other sports fans
- Lead a team of 10 students to work with sports bars and restaurants to distribute educational promotions

Pepsi Americas Beverages Integrated Supply Chain Future Leaders Intern

May 20__ - August 20__

PepsiCo / Pepsi Americas Beverages

Somers, New York

- Efficiently managed 5 team members to support activities involved in development and execution of least landed cost sourcing solution for Cold Fill network
- Executed the demand planning process to support all facets of the forecasting process in order to achieve high forecast accuracy and to maintain high quality customer service
- Worked with supply chain strategy team and supported various network optimization initiatives using JDA Strategist and various excel, SAP and access reports
- Partnered with various supply chain finance and logistics teams to gather and triage data
- Deployed plans to assist sales and marketing teams to ensure flawless innovation launch execution

Global Competition Intern

May 20__ - September 20__

Arch Grants

St. Louis, Missouri

- Created plans to outreach to individuals so as to increase the awareness among key individuals of the Arch Grants program and successfully increased client traffic by 12%
- Established and fostered relationships with accelerators, incubators, and others in the entrepreneurship space so as to increase the number and quality of entrepreneurs
- Maintained internal databases for contacts made at various institutions

ORGANIZATIONS

Undergraduate Representative

August 20__ - Present

Trulaske Consulting Association

- Increased members by 13% and promoted club activities through classroom presentations, social media, and networking

Vice President of Membership and Communication

September 20__ - May 20__

Student Unions Programming Board

- Oversaw leadership development programs by planning meetings, executing short and long term goals, and delegating tasks to board member group of 6 students
- Helped raise nearly \$10,000 through fundraising outlets such as soliciting local businesses, advertising to student organizations to hold events in our facilities, and budget trimming

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EDUCATION

University of Missouri

Bachelor of Science in Business Administration
Emphasis in Marketing

Columbia, Missouri

Expected Graduation: May 20__
GPA 3.2/4.0

WORK HISTORY

Günter Hans, Columbia, Missouri

September 20__ – May 20__

Marketing Intern

- Entrusted with management of a \$5,000 dollar budget and organized the company's social media marketing campaign
- Planned, marketed and helped organize company promotion events that hosted around 170 people
- Monitored and posted social media websites including Facebook and Twitter increasing followers by 15%

MU Student Life, Columbia, Missouri

January 20__ – May 20__

Public Relations Intern

- Executed a presentation campaign to raise awareness about the STRIPES (Supportive Tigers Riding In Pursuit of Ensuring Safety) program and recruited 120 students to attend
- Created and maintained a STRIPES newsletter for donor and community engagement
- Organized and monitored press releases for newspaper and social media outlets
- Developed strong skills in strategic planning and in working collaboratively with students, faculty, staff and alumni to achieve development goals

Flinja, Los Angeles, California

May 20__ – August 20__

Assistant to VP of Marketing

- Assisted with tracking and maintaining documents, material assembly, guest reminder calls, and on-site coordination and administrative support for marketing events
- Coordinated, prepared and facilitated presentations, including catering, equipment set up and presentation materials
- Communicated on behalf of the division leadership and supported internal departmental leadership

LEADERSHIP

Marketing Forum

August 20__ – Present

Vice President of Activities

- Invited marketing speakers and organized events to learn about current marketing jobs and issues while making contacts in the marketing field
- Coordinated member registration and travel arrangements for regional seminars and national conferences

American Advertising Federation

September 20__ – Present

Marketing Chair

- Composed email campaigns and blog posts to current and potential members

COMMUNITY SERVICE

Central Missouri Food Bank, Columbia, Missouri

August 20__ – Present

Central Missouri Humane Society, Columbia, Missouri

August 20__ – Present