

BUSINESS MAJOR/Management Information Systems (MIS)

The format of this résumé can be used for any major/field

First Name Last Name

123 Street, Town or City, ST Zip Code, (888) 888.8888/ Skype Firstlastname

First.lastname@uconn.edu - www.linkedin.com/in/Firstlastname

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, *Business*

May 20XX

Major: Management Information Systems

Concentration: Analytics

Overall GPA: **3.47/4.00** Major GPA: **3.70/4.00**

Dean's List: Fall 20XX-Spring 20XX, Fall Semester 20XX

Lund University, Lund, Sweden

Study Abroad Program focused on operations management

Spring Semester 20XX

SKILLS

Certification: Bloomberg Market Concepts

Computer: Microsoft Excel, Access, PowerPoint, Visual Basic; Windows OS, OS X, SAS; SQL; Mint

Language: Conversational Spanish, Intermediate level American Sign Language

Courses: Database Systems, Computer Science, Operations Management, Management, Business Software Development

RELEVANT EXPERIENCE

The Travelers Company, Hartford, CT

Information Technology Intern (*Business Analysis*)

June 20XX - August 20XX

- Collaborated with a team of three staff members on an innovation project to determine a business practice model that would promote and improve operational systems between internal and external stakeholders
- Reviewed previous program contracts and developed an analysis model to assess future contracts within the department
- Conducted research on current business solutions with clients to determine additional services to increase department revenue

UConn School of Business Information & Technology Department, Storrs, CT

IT Support Help Desk Specialist

August 20XX - Present

- Troubleshoot technical computer questions in a timely manner to better service UConn School of Business faculty, staff, and students while providing the highest level of customer service
- Work within a team environment on a variety of IT projects including streamlining helpdesk services to improve turnaround time for all requests for service
- Develop a quick IT tips and guide sheet for internal department use when working with common technical issues

LEADERSHIP EXPERIENCE

UConn Information Management Association, Storrs, CT

Vice President

August 20XX - Present

- Collaborate with board members of the IMA to create programs and events for all participants throughout the year
- Manage and facilitate meetings that focus on increasing members' awareness of careers and topics within the IT business industry
- Organize networking and training opportunities with guest speakers including business professionals from a variety of industries

First Year Programs & Learning Communities, UConn, Storrs, CT

August 20XX - December 20XX

Mentor

- Acted as a mentor and provided support and advice on campus services and best practices to be successful in transitioning as a first year University student
- Strategically planned class sessions with instructor to meet coursework objectives while providing a gratifying learning experiences for all students

VOLUNTEER EXPERIENCE

Foodshare, Inc. Bloomfield, CT

Volunteer

November 20XX

- Strategized with other volunteers on how to improve online services to promote programs and marketing campaigns

INTERESTS International travel, community service, formula one racing