

BUSINESS MAJOR/Management

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

First Name Middle Initial Last Name

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OBJECTIVE Seeking a full-time position in supply chain management utilizing demonstrated analytical, risk assessment and complex problem solving skills combined with global fluency.

EDUCATION **University of Connecticut**, Storrs, CT May 20XX
Bachelor of Science, *Business*
Major: Management
Overall GPA: **3.50/4.00** Major GPA: **3.70/4.00**

University of Madrid, Madrid, Spain Spring Semester 20XX
Study Abroad Program

SKILLS **Computer:** Microsoft Excel, Access, Visual Basic; SQL
Language: Fluent in German, Conversational Spanish

RELEVANT EXPERIENCE **Travelers Property Casualty**, Hartford, CT June 20XX - August 20XX
Operations Management Leadership Development Intern

- Provided ratings and recommendations for accounts based on analysis, industry and company research, and spreadsheet models
- Designed, implemented, and trained others to use Microsoft Access database for managing and monitoring the risk of a portfolio of “captive” insurance companies
- Researched and wrote credit reports for large national accounts applying for insurance programs

MILITARY EXPERIENCE **United States Army**, Fort Benning, GA; Ansbach, Germany June 20XX - March 20XX
Military Police Officer

- Utilized strategic planning to assess situations, create procedures, and establish realistic goals to move a project through to completion
- Applied complex problem solving skills to collect and process data for use in investigations
- Developed the ability to remain calm, while delivering results, in stressful environments
- Successfully worked in team environment while simultaneously working autonomously on projects
- Developed global and intercultural fluency while working with teams in Germany and the United States

LEADERSHIP EXPERIENCE **UConn Multicultural Business Society**, Storrs, CT August 20XX - Present
Vice President

- Facilitate chapter meetings which focus on building cultural fluency among students
- Network with employers to connect UConn students with industry leaders

UConn Archery, Storrs, CT August 20XX - Present
Captain

- Support team goals while mentoring players toward individual strength and success

VOLUNTEER EXPERIENCE **Connecticut Special Olympics**, New Haven, CT October 20XX - November 20XX
Volunteer

- Trained weekly with runners, teaching techniques in small group sessions to reduce stress on muscles and joints
- Partnered with athletes in warm-ups in preparation for competition

INTERESTS International Travel, Club Sports, Military History