

Graham's

RESUME GUIDE



Gatton College of
Business and Economics

Graham Office of
Career Management

A well-crafted resume is your *ticket to the interview*. Use this guide to *map your journey*: sharing your experience, landing in the “*yes pile*”, and finally ending in *your ultimate destination: the ideal internship or job*.

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WHERE DO I START?

Use a blank Word (or Google Docs) document – avoid templates! Templates appear to be helpful – but are difficult to edit and limit your unique options. Other reasons to avoid using a template:

- Templates limit your use of space on the page.
- Graphics and text boxes can interfere with some applicant tracking systems (ATS).

Required Sections:

Heading

- Name—larger font size (18-24) and avoid nicknames
- Phone Number
- Email
- LinkedIn URL
- City, State—optional (do not include your full street address or zip code)

Education

As a student or new graduate—education section should go first. Be sure to include:

- **Name** and **location** of the **institution**
- **Degree** earned or earning, with your major and minor
- **Graduation Date** and GPA if above 3.0 – Consider including your Major GPA as well
- Mention **academic honors** if applicable (Dean's List, cum laude, etc.)
- **Study Abroad** experience

You may want to add a sub-section called “**Relevant Coursework**” within your main Education section if you have little work experience, are short a full page, or have taken relevant coursework electives not inherently tied to your major or minor. Don't forget to include any additional education such as Forage, Global Tech Experience, or official online certifications you have completed.

Work Experience – Basics

Briefly give the employer an overview of work you have done that has developed your skills.

Include:

- Title of position
- Name of organization
- Location of work (city, state)
- Dates of employment (month/year or season/year)
- Description of your work responsibilities with emphasis on specific skills and achievements

Work Experience – Describe It

Choose your words carefully. Be positive and confident. Use the action verb list in this packet to emphasize your skills. Avoid large blocks of text. Using bullet points is an effective visual organization strategy.

Optional Sections:

- Objective/Summary/Profile
- Involvement/Volunteer Work/Activities
- Projects
- Research

Always on a Separate Page:

- References

In most cases, **aim for a ONE PAGE resume**—it is preferred by employers for traditional college students and recent graduates.

POLISHING DESCRIPTIONS IN YOUR EXPERIENCE SECTION



A resume bridges your PAST EXPERIENCE to FUTURE OPPORTUNITIES

A competitive job market requires a competitive resume. Strengthen your resume by focusing on the transferable skills you have acquired. Avoid just listing your duties and responsibilities. Consider the audience of your resume, what skills will they be looking for?

Avoid Job Responsibility/Duty Language

Worked as the lifeguard on duty

>>>>>

Sold clothing items to the customers who came to the store

>>>>>

Show Impact You Made

Certified to perform emergency protocol for the health and safety of 2,500 daily guests

Identified customers' needs and sold \$1,000 worth of inventory weekly

Samples from Common Positions:

Childcare Provider

- Exercised leadership and sound judgement to ensure the safety, health, and welfare of 4 children ages 4 to 12
- Organized safe, fun, and educational activities such as museum visits and trips to the park to provide opportunities for learning and entertainment
- Assisted children with homework and school-related projects to encourage discipline and work ethic

Lifeguard

- Monitored an average of 100+ swimmers daily and enforced pool-safety protocol to decrease the risk of a swimming-related injury
- Taught daily, hour-long swim lessons to individuals and groups of children ages 3 to 10 increasing their skill and comfort in the water
- Certified to perform emergency techniques for the safety of all guests

Restaurant Server

- Enhanced ability to multitask while working in a fast-paced environment, completing tasks efficiently and with accuracy
- Managed guest relation issues such as complaints, recommendations, and accommodation requests, to maintain high standards of customer service and satisfaction
- Utilized organizational and time management skills to maintain approximately 24 hours per week while enrolled as a full-time student

Retail Sales Associate

- Trained 10 new employees on procedures and store policies increasing comfort and experience with leadership
- Exhibited excellent attention to detail by accurately completing weekly inventory and submitting product orders
- Ensured displays were properly assembled according to organization charts, contributing to marketing strategy
- Increased product knowledge and sales experience by working in different areas of the store

Tutor

- Tutored 10 undergraduate students in calculus and accounting to assist them in pursuing academic success
- Monitored student progress and provided candid feedback to encourage critical thinking and accuracy
- Incorporated simple and straightforward language to effectively convey complex concepts
- Developed detailed examples and tutorial exercises to increase student understanding and retention of material

Delivery Driver-Independent Contractor

- Monitor apps such as Doordash and Uber Eats for delivery orders in the area, earning an average of \$500 weekly in tips for stellar customer service
- Maintain the quality of food and utensils during the commute and upon delivery, communicating any mistakes to ensure customer satisfaction
- Increase efficiency and provide a seamless service by checking for specific instructions from restaurants and customers on collection and delivery of food purchases

MAKE YOUR BULLET POINTS TELL A STORY THAT MATTERS

Each bullet point you include on your resume needs to tell a compact but valuable story that highlights what you've accomplished (actions) and how those actions made a valuable impact (results) for your company, colleagues, or customers/clients. If a bullet point fails to demonstrate results-oriented value, an employer might say, "So what?" Passing the 'So what?' test means that your bullet points are strong! The **CAR** (C=context, A=action and R=results) **Model** can help you design bullet points that tell a story that matters.

C=Context – What is the skillset you'd like to feature and use as the context (focus) of your bullet point? Leadership? Teamwork? Laser in on skills you can deliver that match the position.


A=Action – What did you do? What strengths, knowledge and skills did you apply?

R=Results – What were the positive outcomes of your work? Could be quantitative or qualitative outcomes. How did you add value? How did you improve? What did you learn? How did you help the company, including your direct supervisor and/or team? How did you support the client/customer? In short, why is it important that this item is on your resume?

The verbs you use to launch each bullet point provide skill-based context and set the tone for what's being showcased. For example, the verb **'Managed' sets a context for leadership; 'Tutored' shows service; 'Partnered signals teamwork, etc.** Let the verbs you use showcase the skills you bring! Consider these examples:

THE CAR MODEL: CONTEXT, ACTIONS, RESULTS.

PASS THE
"SO WHAT?"
TEST



- **Coordinated** events on public health awareness **resulting in \$5,000 of donations.**
- **Organized and analyzed** historical sales data **and presented findings to the management team.**

- **Led** team of 4 colleagues **to complete 100% of projects on time and within budget.**
- **Partnered** with client services representatives, analysts, and administrative staff **to develop recommendations to reduce report preparation time by 40%.**

MAKE YOUR BULLET POINTS TELL A STORY THAT MATTERS.

Accomplishments Led by Context-Setting Action Verbs		Examples of Clear Results
• Managed 20 customer accounts	>>>>>	while increasing year-to-year sales by 40%
• Developed and improved data-tracking methods	>>>>>	that were used to identify target markets
• Produced original video content for social media platforms	>>>>>	increasing customer engagement by 10K new followers
• Tutored over 100 8 th grade students	>>>>>	and received "Volunteer of the Month Award"

NACE CAREER COMPETENCIES AND YOUR RESUME

Importance of Career Competencies on Your Resume

The National Association of Colleges and Employers state: “For new college graduates, career readiness is key to ensuring successful entrance into the workforce. Career readiness is the foundation upon which a successful career is launched. Career readiness is, quite simply, the new career currency” (naceweb.org).

One of the first steps in communicating your career-ready skills is to use language in your resume that points directly to the 8 NACE Career Readiness Competencies:

- **Career & Self Development** - Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.
- **Communication** - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- **Critical Thinking** - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- **Equity & Inclusion** - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
- **Leadership** - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- **Professionalism** - Knowing work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Teamwork** – Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- **Technology** - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Verbs to Communicate NACE Competencies

Career & Self Development: Achieved, Assessed, Determined, Examined, Formulated, Improved, Planned, Resolved, Surveyed, Validated

Communication: Advised, Authored, Boosted, Connected, Directed, Encouraged, Networked, Promoted, Published

Critical Thinking: Consulted, Created, Devised, Developed, Launched, Led, Negotiated, Pioneered, Planned

Equity & Inclusion: All areas of career competency influence and encompass one another, but this is perhaps especially true for Equity & Inclusion. When communicating your knowledge of, experience with, and commitment to diversity, equity, and inclusion, you might use language from any other category. The context of your actions and your understanding of their impact should be the focus. **A few verbs to consider:** Advocate, Train, Support, Collaborated

Leadership: Advised, Delegated, Directed, Headed, Improved, Monitored, Sponsored, Supervised, Trained, Validated

Professionalism: Built, Certified, Clarified, Coordinated, Effected, Empowered, Justified, Lectured, Operated, Started

Teamwork: Accomplished, Assisted, Awarded, Balanced, Consulted, Contributed, Guided, Organized, Set goals, Collaborate

Technology: Computed, Compiled, Designed, Drafted, Generated, Launched, Maintained, Programmed

Additional RESUME-READY VERBS

Following are more general categories of verbs which you can adapt to communicate your career competencies and develop skill and accomplishment descriptions within the experience section of your resume.

Management/Leadership Skills

administered	converted	generated	managed	reorganized
analyzed	coordinated	handled	merged	replaced
appointed	decided	headed	motivated	restored
approved	delegated	hired	organized	reviewed
assigned	developed	hosted	originated	scheduled
attained	directed	improved	overhauled	streamlined
authorized	eliminated	incorporate	oversaw	strengthened
chaired	emphasized	increased	planned	supervised
considered	enforced	initiated	presided	terminated
consolidated	enhanced	inspected	prioritized	
contracted	established	instituted	produced	
controlled	executed	led	recommended	

Communication/People Skills

addressed	conveyed	expressed	mediated	reinforced
advertised	convinced	formulated	moderated	reported
arbitrated	corresponded	furnished	negotiated	resolved
arranged	debated	incorporated	observed	responded
articulated	defined	influenced	outlined	solicited
authored	described	interacted	participated	specified
clarified	developed	interpreted	persuaded	spoke
collaborated	directed	interviewed	presented	suggested
communicated	discussed	involved	promoted	summarized
composed	drafted	joined	proposed	synthesized
condensed	edited	judged	publicized	translated
conferred	elicited	lectured	reconciled	wrote
consulted	enlisted	listened	recruited	
contacted	explained	marketed	referred	

Research Skills

compared	evaluated	gathered	investigated	solved
conducted	examined	identified	located	summarized
critiqued	experimented	inspected	measured	surveyed
detected	explored	interpreted	organized	systematized
determined	extracted	interviewed	researched	tested
diagnosed	formulated	invented	searched	

Technical Skills

adapted	converted	fortified	regulated	upgraded
assembled	debugged	installed	remodeled	utilized
built	designed	maintained	replaced	
calculated	determined	operated	restored	
computed	developed	overhauled	solved	
conserved	engineered	programmed	specialized	
constructed	fabricated	rectified	standardized	

Teaching Skills

adapted	coordinated	explained	instilled	stimulated
advised	critiqued	facilitated	instructed	taught
clarified	developed	focused	motivated	tested
coached	enabled	guided	persuaded	trained
communicated	encouraged	individualized	set goals	transmitted
conducted	evaluated	informed	simulated	

Financial/Data Skills

administered	audited	determined	measured	researched
adjusted	balanced	developed	planned	retrieved
allocated	calculated	estimated	programmed	
analyzed	computed	forecasted	projected	
appraised	conserved	managed	reconciled	
assessed	corrected	marketed	reduced	

Creative Skills

acted	customized	established	introduced	photographed
adapted	designed	fashioned	invented	planned
began	developed	formulated	modeled	revised
combined	directed	illustrated	modified	revitalized
conceptualized	displayed	initiated	originated	shaped
condensed	drew	instituted	performed	solved
created	entertained	integrated		

Helping Skills

adapted	cared for	demonstrated	familiarize	referred
advocated	clarified	diagnosed	furthered	rehabilitated
aided	coached	educated	guided	supported
answered	collaborated	encouraged	insured	volunteered
arranged	contributed	ensured	intervened	
assessed	cooperated	expedited	motivated	
assisted	counseled	facilitated		

Organization/Detail Skills

approved	corresponded	monitored	registered	submitted
arranged	distributed	obtained	reserved	supplied
cataloged	executed	operated	responded	standardized
categorized	generated	ordered	reviewed	systematized
charted	implemented	organized	routed	updated
classified	incorporated	processed	scheduled	
coded	inspected	provided	screened	
collected	logged	purchased	set up	
compiled	maintained	recorded		

CUSTOMIZING YOUR RESUME TO A SPECIFIC JOB DESCRIPTION

Match the wording on your resume to the job description to which you're applying!

Example job description, Restaurant Management:

Responsibilities:

- Management functions such as scheduling employees, managing labor/food costs, inventory, ordering, and oversight of various projects
- Management of the day to day operations of a client account in either food, facilities, sales or a functional area
- Oversight of safety and sanitation as well as client/customer satisfaction
- Leadership/supervisory responsibility of a team of supervisors and/or hourly associates
- Adherence and oversight of contract requirements
- Assisting with recruitment of supervisors and associates as well as involvement in disciplinary/coaching conversations

Qualifications:

- Bachelor's Degree required
- Flexibility for event-based hours, which may include nights and weekends
- The ability to communicate effectively with clients, client's customers, and support staff
- Strong organizational, time management and leadership skills are required
- The ability to respond effectively to changing demands
- Experience with and knowledge of all Microsoft Office applications
- P&L accountability and/or contract managed service experience is desirable

Resume example excerpt specifically tailored to the above job description:

Wildcats Restaurant, Lexington, KY

Head Cashier, May 2017 – present

- Scheduled 6 employees around peak times to minimize labor costs
- Managed time by completing 30+ hours a week and worked nights and weekends
- Communicated with over 200 clients daily; awarded Employee of the Month (August 2016) for excellent customer service
- Ensured safety and sanitation requirements were met; 0 accidents during shifts worked

Financial Accounting Course Project, University of Kentucky

Team Member, Fall 2017

- Led team of 4 to complete project on time earning an 'A'
- Analyzed P&L statements for 4 major corporations and prepared presentation in Microsoft Office



SAMPLE RESUME FORMAT

Remember, resumes are unique to the author.

Although the main ingredients are standard, the details should be customized based on your experiences.

Your Name Here

Phone Number | [Email Address](#) | City, State (optional) | [LinkedInURL](#)

Professional Summary (optional): You can choose to include a summary statement at the top of your resume (the most valuable real estate on the document). Similar to your elevator pitch, your Professional Summary should be brief (no more than 5 sentences long), state who you are, highlight 2-3 educational/career accomplishments relevant to the position you are applying for, demonstrate your unique value to the employer, and specify the type of experience you are seeking.

EDUCATION

The University of Kentucky

Lexington, KY

(Ex.) Bachelor of Business Administration – Management

Expected Graduation Date: (Month/Year)

List your overall or major GPA if over a 3.0 as well as any other academic honors or achievements you desire.

Study Abroad, Certificates, Forage Experiences, Global Tech Experience, Etc.

- Completed any additional education or skills training experience? That is additional Education!
 - Include those experiences here with bullets or a description of what you learned.
-

EXPERIENCE

Job Title (Dates of Service) *In Reverse Chronological Order

Name of Company

City, State

- Your **Experience Section** traditionally lists your work experiences, but as a student, it could also include your Internships, experience as a Student Athlete, Campus Involvement, or Community Service.
- Describe what you did in each role using **bullet points** (not paragraphs). Consider the **specific accomplishments** and the primary responsibilities of your role.

Job Title (Dates of Service)

Name of Company

City, State

- Begin bullet points with compelling action verbs **in the correct tense** using the **CAR Model** to pass the “So What?” test. This is your time to shine!
 - Include examples of transferable skills such as teamwork, leadership, organization, and communication. This is a great place to highlight **soft skills**.
-

LEADERSHIP (Optional)

Leadership Title (Dates of Service)

Name of Organization

City, State

- List your responsibilities and success stories as a leader of a **campus or community organization**. Continue utilizing the CAR Model and highlighting experience most relevant to the position you are applying for.
-

SKILLS (Optional)

- List any **hard skills** (think technical, industry specific, language) that are applicable to the opportunity you are applying for.
-

PERSONAL PROJECTS (Optional)

Creator/Entrepreneur/Owner (Dates of Service)

Name of Your Project

City, State

- Run a small business? Host a podcast? Conduct research independently? Run a website? Personal projects that hone your skill set, supplement your education, or utilize your creativity are awesome experiences to include on your resume.
- A personal project may be something that has earned you income or something you do for fun. Focus on what you learned.

***TIP:** *Do not list references on your resume. Prepare a separate reference sheet with your resume heading to submit separately **when requested** for job applications and/or take to your job interview.*

**ARRIVING
AT YOUR FINAL DESTINATION...**



Resume

Examples

Hayden Hernandez

(630)465-6229 hayhernandez@email.net

Education

Bachelor of Science in Accounting

May 2027

University of Kentucky, Lexington, KY

Work Experience

Club Volleyball Coach, Lions Woodridge Juniors, Woodridge, IL

Nov 2022-Aug 2023

- Planned and ran practices three days a week to prepare team for successful performance
- Coached players to encourage execution of practice skills, resulting in a winning record for weekend tournaments
- Provided leadership to team which led to a championship at Windy City Power League Bronze Division
- Ensured safe interpersonal and physical environment for the well-being and development of all team members

Leadership and Involvement

Member, Accounting Club

Aug 2023- Present

- Attend meetings of professionals in the accounting field to help understand different aspects of companies and roles
- Collaborate with other members to discuss and problem solve ethical scenarios in the field

Participant, First-Generation Scholars Living Learning Program

Aug 2023-Present

- Selected in cohort that attends workshops and classes to develop professional branding
- Interact and network with business professionals to learn about various careers

Member, Chi Omega Sorority

Aug 2023-Present

- Strive to strengthen personal integrity and drive with a focus on community involvement
- Explore opportunities for future committee involvement, specifically to help plan events

Executive Board member, No Limits, Naperville North, Naperville, IL

Aug 2020-May 2023

- Created curriculum that was integrated school wide to help students adjust to high school life
- Oversaw and implemented life skill lessons throughout the school year
- Problem solved when issues arose within the program and took action to resolve them

Captain, Naperville North Varsity Volleyball Team, Naperville, IL

July 2022-Nov 2022

- Utilized problem solving when there were tensions within the team
- Encouraged strong team dynamics by leading team workouts and meetings
- Organized team bonding activities to promote a tight-knit culture between teammates
- Elected by coach

Extracurricular Activities

Member, Club Volleyball, Lexington, KY

2023-Present

- Develop strong discipline and time management from competing throughout the school year while focusing on academics
- Enhance physical athleticism and new volleyball techniques with team interaction

Patrick Patel • ppatel@uky.edu • 859-888-8888 • [linkedin.com/ppatel](https://www.linkedin.com/in/ppatel)

Management and Marketing double major graduating in May 2026 with experience leading teams and providing stellar customer service. Skilled in public speaking, sales, and promotion of products and events.

Education

Bachelor of Business Administration in Management & Marketing

University of Kentucky, Lexington KY

May 2026

GPA: 3.7

Associate in Applied Science in Business Administration

Jefferson Community & Technical College, Louisville KY

May 2022

GPA: 4.0

Experience

Omni Care Food & Beverage Intern

May 2023 – August 2023

Omni Hotels & Resorts

Louisville, KY

- Managed the Food & Beverage department of a 612-room luxury hotel which hosts numerous eateries in a 20,000 square foot urban food hall.
- Scheduled and directed a team of 50 staff ensuring each restaurant had ample support and ability to meet customers' needs during busy and slow work shifts.
- Implemented a successful marketing strategy for hotel events such as the annual Memorial Day pool party which boasted a record number of attendees and \$50, 000 in revenue.
- Cultivated a "Fun but Focused" work environment amongst staff through identification of strengths and skill building, regular communication, and demonstrations of appreciation for their hard work.

Operations & Sales Associate

January 2023 – Present

Screamin' Mimi's Salsa

Lexington, KY

- Sold and promoted food products at various University of Kentucky athletic events engaging with more than 500 customers per week.
- Planned 15 promotion events by gaining clearances from venues, designing set up, and staffing the events which built product awareness and knowledge.
- Consistently surpassed goals set for number of consumer contacts collected at events and contributed to increased sales for the second quarter of the fiscal year.

Sales Associate

June 2016 – July 2020

Best Buy

Louisville, KY

- Awarded Associate of the Month for June 2022 based on customer reviews and quality suggestions made for purchases.
- Provided excellent customer service while processing merchandise returns and built communication skills managing customer complaints.
- Effectively answered technical questions regarding computer and mobile devices easing customer utilization of products.

Campus Involvement

- | | |
|----------------------------------------------------------|----------------------|
| • National Associations of Black Accountants Inc. (NABA) | January 2023-Present |
| • American Marketing Association (AMA) | August 2022-Present |
| • Indian Student Association (ISA) | August 2022-Present |

Olivia Johnson

Lexington, KY | (123) 456-7890 | ojones25@uky.edu

EDUCATION

University of Kentucky

Lexington, KY

Bachelor of Business Administration in Finance and Bachelor of Science in Accounting

May 2025

- **Cumulative GPA:** 4.0/4.0

- **Relevant Coursework:** Financial Modeling, Capital Investment & Financing Decisions, Investment Analysis, Corporate Finance, Intermediate Accounting

CFA Institute Research Team Member

Lexington, KY

Team Member

January 2023 – May 2023

- One of the 5 selected students to the team representing University of Kentucky
- Conducted comparable company analysis and discounted cash flow analysis and won the second place in the 2023 CFA Society Louisville competition

Investment Analysis and Portfolio Management Practicum

Lexington, KY

Research Analyst

August 2022 – December 2022

- One of 8 top finance students selected to manage an equity portfolio of over \$2 million
- Served as an analyst in creating investment strategies, researching and valuing equities, preparing presentations, writing analyst reports, and making buy/sell decisions

WORK EXPERIENCE

Koch Equity Development

Wichita, KS

Business Development Analyst

May 2023 – August 2023

- Prepared investment research to assist with decision making in a \$400mm+ investment
- Created LBO models to screen for potential investment opportunities

Fifth Third Bank

Cincinnati, OH

Finance and Accounting Leadership Program Intern

June 2022 – August 2022

- Prepared financial reporting and forecasting schedules which were presented to the executive board
- Created a new consolidated income statement outlining how each line of business impacts the overall bank
- Presented research on new liquidity and funding requirements to 50+ members of the finance division

Russell Capital Management

Lexington, KY

Investment Research Intern

December 2021 – May 2021

- Collaborated with office staff to develop a unique investment strategy in an up-and-coming industry
- Pitched industry and company specific investment ideas to senior analysts and advisors

LEADERSHIP EXPERIENCE

University of Kentucky – Student Government Association

Lexington, KY

Senator

March 2021 – May 2022

- Served on the Appropriations Committee to allocate SGA's \$630,000 budget
- Peer selected to serve as the student representative for the faculty Senate regarding all student academic issues

ADDITIONAL INFORMATION

Software: Advanced Excel, Bloomberg Market Concept certified, Capital IQ, QuickBooks

Modeling: Completed *Wall Street Prep* Financial Modeling and Valuation (October 2021)

Interests: Golfing, Tennis, SEC Football, Basketball

EDUCATION

University of Kentucky – Gatton School of Business and Economics

Lexington, KY

Bachelor of Science in Economics

May 2024

Minor in Business Analytics

GPA: 3.92/4.00

- Presidential Scholarship Recipient (full-tuition scholarship), Dean's List all semesters, Honors Program
- Relevant Coursework: Economic & Business Statistics, Corporation Finance, Intermediate Microeconomic Theory, Business Intelligence & Data Visualization, Business Data Mining
- Studied Economic Development Practices in Nairobi, Kenya in June 2023

Forage Certificates:

- *Accenture Navigating Numbers*-increased understanding and experience with data analytics in Forage course focused on data cleaning, modeling, visualization, and storytelling.
- *PWC Digital Intelligence*-gained insight on the process of implementing artificial intelligence into a tax organization's existing procedure.

PROFESSIONAL EXPERIENCE

Kroger Co., Cincinnati, OH & Lexington, KY

Enterprise Sourcing Intern

September 2022 - December 2022

- Excelled in an intensive 10-week program with Kroger's Sourcing and Cost Management department running data analysis to better forecast the profitability of the organization and facilitated presentations on findings.

Click-List Associate

August 2021 - Present

- Simplify Kroger customer's shopping experience by managing Click-List grocery requests, selecting quality store merchandise, and transporting items to shoppers' vehicles in a timely manner.

LEADERSHIP AND INVOLVEMENT

Alpha Kappa Psi, Lexington, KY

President

August 2022 - Present

- Manage all day-to-day operations that included oversight of a \$10,000 budget, leading chapter meetings, and acting as the liaison between the chapter and the University.

Service Chair

August 2021 - August 2022

- Organized and hosted a fundraising banquet that reared \$8,000 in donations to God's Food Pantry feeding several Lexington individuals and families.

Economics Society, Lexington, KY

Public Relations Chair

January 2021 – January 2022

- Served as a member of the executive team and lead a committee consisting of five members.
- Established and maintained relationships with business professionals who were invited to facilitate workshops educating members on career opportunities and increasing their professional network.

Member

August 2020 - Present

- Participate in an organization dedicated to the professional development and industry knowledge of students majoring in or interested in Economics.

Student Government Association, Lexington, KY

Senator-at-Large

April 2021 – April 2022

- Elected Vice Chair of the Appropriations and Revenue Committee in the UK Student Senate and contributed to the allocations of over \$220,000 to qualifying organizations across campus through various grants and scholarships for their annual events and operations.

ALISHA ASARE | 859.444.4444 | Alisha.Asare@uky.edu | LinkedIn URL

She/Her/Hers

EDUCATION

University of Kentucky – Gatton School of Business and Economics

Bachelor of Science in Finance

Certificate: Financial Planning

GPA: 4.00/4.00

Lexington, KY

May 2023

University of Ghana-Business School

Bachelor of Science in Administration Accounting

Legon, Accra

May 2017

Academic Awards & Accolades: Dean's List all semesters, Honors Pathways-Social Entrepreneurship Scholar, and Fall 2022 Viji Jeganathan Scholarship for Cross Cultural Understanding Recipient

PROFESSIONAL EXPERIENCE

Northwestern Mutual

Financial Planning Post-Graduate Program

Louisville, KY

May 2023-Present

- Expanding knowledge and gaining experience in the finance industry working alongside financial planners and advisors as they support individuals in achieving long-term financial stability.

ARGI Financial Group

Financial Planning Intern

Louisville, KY

Summer 2022

- Successfully completed an 8-week internship focused on direct training from financial advisors, mastering the company's Customer Relations Management (CRM) software, and professional development through the ARGI Spark Program.
- Acknowledged by Internship Supervisor for skill in Excel and accuracy of financial spreadsheets

University of Kentucky Financial Wellness

MoneyCATS Peer Coach

Lexington, KY

August 2021 – May 2023

- Built relationships with fellow students seeking financial literacy and educated on basic practices such as creating a budget, establishing and managing credit, and creating a plan for student loan repayment.

LEADERSHIP AND INVOLVEMENT

Underground Perspective

Treasurer

Lexington, KY

August 2022 – May 2023

- Facilitated chapter events that build funds for operations and philanthropic efforts, including a Trivia Night that raised \$ 2,000 for The Nest, a local Intimate Partner Violence shelter.

International Student Leadership Team (ISLT)

Member

Lexington, KY

August 2019-May 2023

- Supported fellow international students in establishing a sense of community and belonging by developing and marketing International Student Scholar Services (ISSS) events and resources.

SKILLS

- **Industry Specific:** Sales, Customer Service, Portfolio Management, Accounting
- **Software:** Excel, Salesforce, Advent Axys, ASI Client Acquisition Solution
- **Languages:** Akan, French, & English

Josh Taylor

Lexington, KY | (859)123-4567 | josh.taylor@uky.edu

EDUCATION

University of Kentucky, Lexington KY

May 2024

Bachelor of Science in Accounting

GPA: **3.68/4**

Bachelor of Business Administration in Finance

- **Relevant Coursework:** Accounting Information Systems, Investment Analysis, Capital Investment and Financing Services, Auditing, Income Taxation, Cost Management, Economics and Business Statistics

AWARDS AND HONORS

UK Athletics' Division I Men's Tennis Full-Scholarship Athlete

2019 - 2024

Dean's List

2020 - 2024

Southeastern Conference (SEC) Spring Academic Honor Roll

2024

EXPERIENCE

UK Global Tech Experience

Global Data Analytics Virtual Internship

Summer 2023

- **Critical Thinking:** Analyzed data sets from Nike researchers to develop a snapshot of trends in product demand.
- **Technology:** Utilized Excel and Tableau for data analysis and simulation to create a virtual presentation for Nike global leadership.
- **Teamwork:** Collaborated with team members in four countries to manage data sets and project outcomes.

UK Division I NCAA Men's Tennis Team

Team Leader and Co-Team Captain

2020 - Present

- **Career & Self Development:** Devoted 20+ hours to UK Athletics through practices, workouts, competition, community engagement, studying/tutoring, individual and team meetings while maintaining a full course load.
- **Communication:** Motivated team through effective communication to maintain a top 30 national ranking.
- **Teamwork:** Successfully coordinated several team bonding activities to enhance team moral.
- **Professionalism:** Accomplished consistent high GPA ranging from 3.5-4.0, contributing to the overall team GPA.
- **Leadership:** Selected by the coaches to represent our team in the Student-Athlete Advisory Committee (SAAC).

UK Student Support Services

Tutor

October 2020 – Present

- **Equity & Inclusion:** Tutor individual and group sessions for accounting and finance courses among UK students including First Generation, students with documented disabilities, international students, low socio-economic status, etc.

UK Tennis Camps

2021 - 2023

Coach/Camp Counselor

- **Critical-Thinking:** Developed and utilized coaching and instruction techniques for ~100 children from the ages of 6-18, increasing their tennis skill development while highlighting strengths and working on weaknesses.

OBSERVATION

Student Observer, UK Athletics Business Operations

October 2022 - Present

- **Career & Self Development:** Shadowed Associate Athletic Director in UK Athletics Business Operations on athletic financial statement and trips, accounting practices, etc. including the following: CFO, Accounting Specialists, Accounting Coordinator, and the Director of Business operations.

COMMUNITY SERVICE

2019 - Present

- **Real Read Program:** Read and interacted with multiple children in elementary schools across Lexington.
- **God's Pantry:** Packaged food items as a donation from UK for multiple children with God's Pantry.
- **Habit for Humanity:** Volunteered to help build a house during my free time.
- **Special Olympics:** Encouraged and interacted with ~9 Special Olympic athletes at UK Softball camp.

ADDITIONAL INFORMATION

- Languages: English and French
- Software: Advanced Excel, PowerPoint, Word, QuickBooks, Tableau