

Your Name

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SUMMARY OF QUALIFICATIONS

Engaging and solution focused business student, with 5+ years of hands-on work and internship experience. Proven capability to achieve goals and increase outcomes. Practiced in customer service and utilizing sales strategies. Quick learner who demonstrates dependability and collaboration in small to large scale team environments and is also self-driven with a strong independent work ethic. Consistently takes initiative and seeks out cross-training opportunities to add to productivity.

EDUCATION

Cuyahoga Community College | Highland Hills, Ohio
Pursuing Associate of Applied Business
Major: Business Management

Anticipated Graduation: Fall 2024
GPA: 3.4
Dean's List: Spring 2022 – Spring 2023

Relevant Coursework: Financial Accounting, Business Communications, Principles of Marketing, Human Resources

TECHNICAL SKILLS

Virtual Meeting Platforms: Zoom, WebEx, Microsoft Teams
Visual Design Programs: Visual Studios, Adobe Photoshop, Canva
Social Media Administration: LinkedIn, Instagram, TikTok, Facebook, Twitter
Google Platforms: Docs, Sheets, Slides, Forms
Microsoft Office: Word, PowerPoint, and basic Excel

LANGUAGE SKILLS

Spanish – Fluent
French – Beginner

BUSINESS MANAGEMENT PROJECT EXPERIENCE

Cuyahoga Community College | Westlake, Ohio
Managerial Accounting, Budget Creation

August 2022 – December 2022

- Created yearly budget for a team of 20 employees, effectively balancing budget through scenario of 15% reduction, drafting professional memos to deliver news, and utilizing problem solving and creativity to redistribute workflow
- Evaluated 3 client profiles, analyzing spending and cost flow to determine areas of overspending, created a 5-step plan to better utilize funding and delivered presentation highlighting solutions to 25 peers and faculty

MARKETING EXPERIENCE

Fathom Marketing | Cleveland, Ohio
Social Media and Sales Intern

May 2021 – August 2021

- Increased college student demographic usage for TikTok by 15% over 5 weeks' time, hosting weekly intern takeovers, highlighting the benefits of being a young professional at the organization
- Created and facilitated a fundraiser, company-wide, to support a local family in need, applying sales strategies to gather donation from across the community and sold raffle tickets to employees and friends, raising over \$1,500

WORK EXPERIENCE

Giant Eagle Market District | Avon, Ohio
Cashier (July 2019 – Present)

August 2018 – Present

- Integrate attention to detail to efficiently process payments of up to \$500 per sale, balancing drawer with consistency, ensuring minimal profit loss and smooth transition for next shift
- Utilize professional communication and multi-tasking skills when interacting with up to 100 customers pers day, providing welcoming conversation while simultaneously processing check-out

Bagger (August 2018 – July 2019)

- Demonstrated effective time management when collaborating with 3 cashiers to expedite customer check-out process, assisting approximately 60 customers an hour, providing a positive guest experience

LEADERSHIP EXPERIENCE & CAMPUS INVOLVEMENT

Cuyahoga Community College | Westlake, Ohio
Vice President, Japanese Culture Club
Member, American Sign Language Club
Member, Cybersecurity Club

Fall 2023
Spring 2020 – Spring 2022
Fall 2019 – Fall 2020

VOLUNTEER EXPERIENCE

Dog Walker, City Dogs Cleveland | Cleveland, Ohio
Donation Processer, City Mission | Akron, Ohio

May 2019 – Present
November 2019