RESUME GUIDE

**First (Preferred Name) Last**

 (770) 123-1234 email linkedin.com/in/YOURLINKEDINID

**EDUCATION**

Mercer University, Bachelor of Business Administration May 2021

Concentration in Marketing

Study Abroad Program, Madrid, Spain May-Aug 2020

* Completed Spanish immersion program with a focus on global business in formatting
* Developed operations systems recommendations designed to maximize gross product output under newly implemented sustainability regulations for XYZ Company as part

Society of Human Resource Management July 2018-May 2020

* Treasurer July 2019
* Vice President 2020

**EXPERIENCE**

CX Intern for Mercer Bear Corporation, Macon, GA September 2019 – May 2020

* Analyzed data to assist in team planning
* Allocated resources that would be available to marketing interns
* Managed website updates and upgrades under marketing team supervision
* Harnessed business acumen and understanding of total store process to make strategic decisions

Quality Assurance Analyst Intern for Marketing, Macon, GA May 2019 – September 2019

* Program Management and Customer Support
* Work within a team of 6 interns to continually, review, update. And upgrade website content based on student, staff, and departmental needs.

**LEADERSHIP**

* Captain of the men’s lacrosse team
* NCAA student-athlete leadership team for Mercer University

**ACTIVITIES**

* *Volunteer*, Women’s Crisis Help Line, Atlanta, GA June 2017 – Present
* *Member*, Women in Business Club, Mercer University September 2012 – June 2014

**SKILLS**

* Spanish – Intermediate Proficiency
* Excel Power User
* Advanced Google Analytics
* Google Ads
* Yellow Belt Lean Six Sigma

**INTERESTS**

Soccer | Outdoor Exploration | Minimalist Lifestyle | Travel



**To Help Build Your Resume**