

Business Administration

1234 Huff St., Winona MN 55987
(507) 123-1234 name123@winona.edu

- Objective** To pursue a career or internship in Business Administration
- Education** Winona State University Winona, MN
Bachelor of Science degree, Business Administration August 2009
GPA: 3.5
- Relevant Coursework:** Financial Accounting, Managerial Accounting, Introduction to Management, Introduction to Business Statistics, Intermediate Statistics, Project Management, Human Resource Management, Management Information Systems, Business Law I and II, Microeconomics, Corporate Finance, and Business & Future
- Demonstrated success as project leader in Marketing, Organizational Dynamics and Behavior courses
- Skills Summary** Excellent customer service skills, proficient in Microsoft Office and data entry, excellent communication skills, intermediate finance and accounting experience, self-directed, multitasking and critical thinking skills, strong attention to detail, superior organizational skills, very flexible and adaptable, motivated, career focused, excellent work ethic, ability to work independently but a strong team player
- Experience**
- 1/08-Present** Winona State University, Outreach and Continuing Education Department Winona, MN
Camps and Conference Assistant
- Oversee the operation of Camps and Conferencing events
 - Provide excellent customer service to attendees of camps or conferences
 - Distribute mailings and coordinate advertising for potential clients
 - Initiate signage for camps to promote events
 - Set-up audio visual equipment as needed and trouble-shoot problem areas
 - Follow security measures to ensure proper parking for clients
 - Ability to perform evacuation of clients and/or residents of building in case of emergency
- 9/07-12/07** Winona State University, Nursing Department Winona, MN
Learning for the 21st Century Research Assistant
- Organized and set-up reference database for Child Advocacy Center
 - Performed a variety of clerical tasks including answering phones, copying, sorting, filing, correcting tests, and delivering exams
 - Researched current articles on Child Advocacy
 - Accurately transcribed taped interviews
 - Demonstrated excellent customer service skills through interactions with faculty and students
- 8/06-10/06** Zales Jewelers Rochester, MN
Sales Representative
- Provided quality service to customers on sales floor and phone
 - Exceeded sales goals and promoted protection/credit plans

Sample resumes available for download on Career Services Website: www.winona.edu/career/resumes
Call 507-457-5878 and setup an appointment with a career advisor to have your resume critiqued
Winona State University, Career Services, 314 Maxwell Hall, Winona, MN 55987