

## **Name**

Address

Address

Home: ### Cell: ###

email: email

## **Objective**

Recent university graduate with a history of excelling academically and professionally seeks entry level position as

## **Professional Achievements**

- Multiple consecutive awards of distinction for top performance on the job.
- Was the intern selected to draft project charter outlining project justification, resources, scope, milestones and risks; project was well received and submitted ahead of schedule.
- During summer and spring breaks, when available for full time hours, managed the domestics department, monitoring sales patterns and creating displays to boost sagging products
- Relied upon to review and edit documents drafted by other interns
- Intermediate to advanced level knowledge of MS Word, Excel, PowerPoint, Access, Outlook

## **Academic Achievements**

- Academic Excellence award earned twice at University of somewhere
- Advanced Placement Scholar with Distinction award allowing me to graduate university six months early due to credits earned in high school
- Some High School SUMMIT Scholar.
- Maryland Minds in Motion award (granted to athletes on the honor role)
- Member of Some High School Gentlemen's club (a service organization), class of 2012 Graduation Committee, Philosophy Club, 2011-2012 Senior Student Government Association and the Bowie High School Anti Destruction Alliance

## **Education**

University of Somewhere	Bachelor of Science, anthropology	December 2015
Academic Excellence award	3.134GPA and 3.33 Major GPA	
Some High School	Advanced Placement Courses	June 2012
	3.375 GPA	

## **Career History**

Some Company

### **Small Local Business Office Intern**

June 2015 – December 2015

- Drafted project charters and timelines for document revision and debrief. Submittal was well received and ahead of schedule
- Prepared post-project debrief , providing recommendations for improvement to Strategic Management Office
- Reviewed and edited documents prepared by other interns
- Assisted with preparation of the Legislative Report
- Assisted in organizing outreach events to facilitate suppliers bidding on WSSC contracts
- Collected, validated, and organized data for use in the disparity study

- Prepared internal and external memorandums and correspondence
- Updated and edited PowerPoint presentations
- Graphic design

Some company

**Sales Floor Team Member/Team Trainer**

January 2012-August 2015

- Earned distinction as store's top performer several months
- Customer service and support, addressing concerns and providing superior customer service
- Train new team members
- Monitor sales and create new aisle end caps to boost sale of slow moving items
- Stock shelves
- Ensure signage is correct

Some company

**Assistant Counsellor/Custodial Aide**

Summer 2010

- Supervised and taught children
- Thoroughly cleaned classrooms
- Maintained facility grounds