



Business Student Resume

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EDUCATION

Bachelor of Arts in Business, Emphasis in Marketing

Bethel University
Minor in Psychology
GPA: 3.75

Expected Completion: May 2017

St. Paul, MN

SKILLS

- Extensive leadership experience resulting in stronger team and individual performance
- Strong written, oral, and interpersonal communication skills
- Highly effective critical thinker and team member
- Expert knowledge of Microsoft Word, Excel, Access, and PowerPoint

INTERNSHIP EXPERIENCE

Marketing Intern

Greater Twin Cities Charity Events, LLC

September 2016 - Present

Minneapolis, MN

- Gather information, prepare documentation, and research local fund raising events and companies to use for preparing the quarterly newsletter
- Assist in the research of marketing trends, including increasing the volunteer participants
- Organize volunteer data information and contact prospective volunteer applicants, resulting in an increase of total volunteers by 15%
- Contact volunteer coordinators of Fortune 500 companies and discuss ways to fulfill marketing needs for charity events
- Identify and develop volunteer retention strategies by conducting research analysis of the various Twin Cities volunteer programs

Sales Intern

Beth E.L. Products, Inc.

Spring 2016

St. Paul, MN

- Co-led a team that facilitated product price adjustments to increase revenue by 10% and decrease expense costs by 5%
- Collaborated as a team member in marketing development and implementation of new products
- Researched marketing trends in social media, such as Facebook and Twitter
- Implemented a new accounting system to facilitate in-depth up-to-date reporting
- Worked with a team on two \$20,000+ projects in order to purchase, prepare, and more efficiently manage sales products

RELATED EXPERIENCE

Lead Sales Associate

Hallmark

Summers 2015 & 2016

Maplewood, MN

- Consistently met daily sales goals by providing exceptional customer service
- Replenished and maintained product inventory for store manager
- Developed an effective and efficient back-room storage arrangement for seasonal products

Server

Perkins Restaurant & Bakery

January 2013 - May 2015

Fridley, MN

- Provided timely food and beverage service to customers; maintained store cleanliness
- Recognized as December 2007 "Employee of the Month"

CAMPUS & COMMUNITY INVOLVEMENT

Member, Bethel Business and Economics Association

2014 - Present

Captain, Bethel University Soccer Team

2015 - 2016

Volunteer, Habitat for Humanity, Minneapolis, MN

Summer 2014