

BUSINESS ADMINISTRATION RESUME

FIRST LAST

321 Edward Drive Edwardsville, IL 62025

E-ID@siue.edu

(618) 123 – 4567

EDUCATION

Southern Illinois University Edwardsville (SIUE)

Bachelor of Science in Business Administration

Edwardsville, IL

Expected: December 2021

GPA: 3.45

RELEVANT COURSEWORK

Operations Management

Financial Management

Business Transitions I

Principles of Marketing

Business and Society

Information Systems for Business

PROFESSIONAL EXPERIENCE

Business Development Intern

Fleetmatics Incorporated

Alton, IL

June 2020 – August 2021

- Contacted potential clients and provided a detailed overview of Fleetmatics technology and GPS software services within sales territory
- Established positive rapport with new and existing clients and addressed questions in a professional demeanor through both written and verbal communication styles
- Guided clients to other departments based on specific client needs and to attain robust sale with sales executive team
- Generated interest in Fleetmatics services through systematically researching accounts and overall market competition
- Met and exceeded monthly sales goals while establishing personal development goals

EMPLOYMENT HISTORY

Area Supervisor

Kohl's

Springfield, IL

March 2019 – June 2020

- Promoted to Area Supervisor after demonstrating leadership abilities as cashier
- Managed inventory during each shift and organized to maintain visual appeal
- Addressed customer's questions and concerns with positive attitude
- Assisted in creating shift schedules based on the availability of employees

CAMPUS INVOLVEMENT & VOLUNTEER ACTIVITIES

- SIUE Service Saturday Volunteer
- Big Brothers Big Sisters, Mentor
- School of Business ELITE, Secretary

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher)
- Adobe Acrobat Pro

CAREER DEVELOPMENT CENTER

0281 Student Success Center | 618.650.3708 | Fax: 618.650.3656

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