

First Last

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Edwardsville, IL 62025
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EDUCATION

Bachelor of Science in Business Administration
Specialization: Economics
Southern Illinois University Edwardsville (SIUE)

Expected: December 2023
GPA: 3.119
Edwardsville, IL

ACADEMIC EXPERIENCE

SIUE: *Managing Group Projects Course*

August 2021-December 2021

- Worked in a team with two peers, reviewed assigned case to discover specific problems associated with business management
- Gathered and analyzed data, drafted a report, and recognized possible causes of conflict and complications
- Created a PowerPoint case projects to provide information regarding potential solutions to defined business problems and presented findings to the class

EXPERIENCE

Student Worker, SIUE School of Business, Edwardsville, IL

January 2022-Present

- Review, organize, and maintain accuracy of filing system
- Communicate with other staff, faculty, students, and outside individuals regarding School of Business questions
- Participate in virtual and in-person events and provide assistance in various areas to ensure each event is effectively accomplished

Intern – Financial Analyst, Cougar Bank, Glen Carbon, IL

November 2021-Present

- Prepare and submit monthly, quarterly, and annual financial statements
- Analyze and report on monthly and quarterly loan production and loan performance
- Develop monthly presentations for board meetings
- Monitor investment portfolios for bank clients using equities as collateral

Host, Red Lobster, Fairview Heights, IL

January 2019-August 2021

- Greeted and served restaurant customers in a prompt manner
- Trained newly hired hostesses, provides accurate information and assistance to ensure new hires developed a complete understanding of the procedures
- Handled daily restocking tasks concurrently with hosting duties

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Google (Docs, Sheets, Slides, Calendar)
- Adobe Creative Suite

HONORS AND ACTIVITIES

- Recipient, SIUE Dean's List December 2021-Present
- Member, SIUE Economics and Finance Club March 2021-Present
- Recipient, SIUE Cougar Pride Scholarship August 2020-Present
- Volunteer, Special Olympics July 2019

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618)650-3708 | careerdevelopment@siue.edu