

YOUR NAME

Local Address, City, State, Zip Code
Phone Number Email Address

CAREER OBJECTIVE

Seeking an entry-level position in

SUMMARY OF QUALIFICATIONS

Excellent communication skills, highly proficient in developing sales presentations

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EDUCATION

The University of Texas at San Antonio

Bachelor of Business Administration in

Expected Graduation: December 2014

Cumulative GPA: 3.39 Major GPA: 3.88

Relevant Coursework

- Organizational Communication
- Aggregate Economic Analysis
- Intermediate Accounting II
- International Marketing

Immersion program – Kyoto University of Foreign Studies, Japan

Summer 2014

Northwest Vista College, San Antonio, TX

Associate of Arts, Concentration in Business Administration

May 2011

EXPERIENCE

Management Trainee Intern – Enterprise Holdings, San Antonio, TX

September 2012 – Present

- Employee of the Month for October, 2012
- Generate positive results by streamlining business processes and reducing errors by ...%
- Increase customer retention by ...% by providing on excellent customer service
- Prepare daily and weekly sales projections utilizing Microsoft Excel

Assistant Manager – Starbucks Coffee, San Antonio, TX

June 2011 – July 2012

- Supervised and trained 6 new baristas, focusing on their customer service skills
- Increased sales by ...% each quarter
- Coordinated with General Managers to introduce new products and increase sales

ACTIVITIES AND HONORS

Business Student Council, President, UTSA

January 2012 – Present

- McDermott Scholarship 2011 – 2013
- Dean's List, UTSA 2011 – 2013

ADDITIONAL SKILLS

Fluent in Spanish; conversational in French

- Microsoft Office – Word, Excel, PowerPoint, Outlook and Access
- Experienced with C++ and Java