

Bizzy Econo

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Somewhere, FL 12345
325-123-4567

Education

Flagler College, St. Augustine, FL

Bachelor of Arts: Economics

May 20XX

Bachelor of Arts: Business Administration

May 20XX

3.6 Cumulative GPA

Relevant Coursework

Introduction to Business Management, Advertising 101, Marketing 101, Microeconomics, Macroeconomics, Accounting

Key Project

Management & Business, Flagler College

20XX

- Created business plan for improvement and expansion of Kellogg's Company
- Allocated resources for proposed plans and composed financial data to be included in final reports
- Designed and presented five year plan for Kellogg's Company to peers, faculty, and executive management team

Professional Experience

Intern, Management Creative Solutions (MCS), Greenwich, CT

20XX

- Analyzed monthly/annual work order totals from reports and reported results to management
- Wrote, edited, and formatted annual Facilities Management Work Order Report
- Updated Management Realty Services Grant proposal for 20XX; secured \$100,000 for MCS
- Populated SPSS with survey data and developed future projections from findings

Tutor, North Street Elementary School, Greenwich, CT

20XX – 20XX

Kindergarten-4th grade math and biology

Coach, Greenwich Basketball Association, Greenwich, CT

20XX – 20XX

Activities

Middlebury College Alpine Ski Team

20XX

Collegian Regional Basketball Tournament

20XX

Middlebury Running Club

20XX - 20XX

Middlebury Outdoors Club

20XX – 20XX

Habitat for Humanity

20XX – 20XX

Make a Wish Foundation

20XX – 20XX

Honors & Awards

President's List

20XX – 20XX

Alpha Chi National Honor Society

20XX

Doing Athletics Scholarship

20XX

Rotary Scholarship

20XX

