

Student Name

1234 5th Street · Chicago Illinois 60600 · 708-555-5555 · studentname@gmail.com

Education

Governors State University, University Park, Illinois, Anticipated May 2018
Master of Business Administration in Supply Chain Management GPA: 4.0

University of Chicago, Chicago, Illinois, May 2013
Bachelor of Science in Finance GPA: 3.9, Summa Cum Laude

Professional Experience

Avatar Corporation, University Park, IL January 2017 – September 2017

Logistics Intern

- Conducted research to assist with acquiring a private rail directly to the company.
- Completed projects for the Owner/CEO's speaking engagements and business expansion abroad.
- Updated various spreadsheets with macros & pivot tables to make them more functional and effective.

Governors State University, University Park, IL September 2016 – December 2017

Graduate Research Assistant – AFME & MME Division

- Conducted research on gender differences in learning and information processing; under the theory that some students learn for fun or simply because it is mandatory.
- Researched cross cultural longitudinal studies on the effects of work family conflict/balance.
- Gathered data to assist with data analytics and economic research through the use of spreadsheets. Research support for Division Chairs and other division faculty requesting research assistance.
- Facilitated the MBA Professional Development Course through video recording, editing, and posting class material for in class and online students.

Oak Tree Trust Company, Chicago, IL, February 2015 – May 2016

Account Administrator – Alternative Operations

- Created high level procedures and job functionality for the company's liquidation process.
- Monitored the timeliness and sufficiency of redemption payments for clients RMD's, third party sells and liquidation requests by reaching out to fund sponsors, administrators, and clients.
- Managed and evaluated all Vault Activity of Original Stock Certificates, Promissory Notes, Mortgages, Precious Metals & etc. Performed monthly vault audits.

- Reviewed and recorded alternative asset valuation updates, which included analysis of sponsor statements to identify and resolve any unusual activity.

Cable Communications, January 2014 – December 2014

Customer Retention Group Representative

- Convinced customers to maintain, upgrade, or add other services and equipment to enhance their Cable Communications experience.
- Worked within a monthly budget to allocate certain funds in order to retain customers for the long term and not as a temporary fix.
- Interacted with distressed customers to provide information in response to inquiries about products and services, resolved service complaints, and effectively facilitated success conflict resolution.

University of Chicago IT Department, Chicago, IL, January 2012 – May 2013

Student Lab Worker/IT Help Desk/Switchboard Operator

- Helped students/faculty/staff with any computer related inquiries and oversaw all computer labs on campus to make sure they were fully stocked and functioning.
- Answered phone calls and assisted professors through technical steps to fix their computers, printers, and phones. Acted as the University's switchboard and transferred all calls accordingly.

Leadership Experience

Jan. 2012-May 2013 President, Delta Mu Delta International Honor Society in Business Alpha Sigma Chapter

Jan. 2012-May 2013 Member, Economics and Finance Club

Study Abroad

Spring 2017 New Delhi, Agra, Mumbai India

Honors/Awards

2016-2017 Beta Gamma Sigma Honors Society

2013 Outstanding Scholar for College of Business

2011-2013 Deans List

Professional Skills

- Microsoft Office Suite
- Data Analysis/SAP
- Online Databases
- Conflict Resolution
- Effective written and verbal communication

