**Summary**

Proactive and organized BBA graduate specializing in Management from Governors State University. Possesses a strong understanding of organizational behavior, project coordination, and leadership principles. Eager to apply foundational knowledge and collaborative skills in an entry-level management trainee, project coordinator, or operations support role to contribute to team success and organizational efficiency.

**Education**

Governors State University, University Park, IL

**Bachelor of Business Administration in Management**, May 2025

**Relevant Coursework**

* **Principles of Management:** Learned foundational concepts of planning, organizing, leading, and controlling.
* **Organizational Behavior:** Studied individual and group dynamics, motivation, and leadership styles.
* **Project Management:** Gained knowledge of project lifecycle, scheduling, and risk management.
* **Operations Management:** Explored production systems, quality control, and supply chain basics.
* **Business Strategy:** Analyzed competitive environments and formulated strategic responses.
* **Leadership Development:** Focused on effective communication, coaching, and team building.

**Experience**

**Project Coordinator Intern** | Midwest Tech Solutions, Naperville, IL, June 2024 – August 2024

* Assisted project managers with tracking project timelines, deliverables, and resource allocation for 3+ ongoing software development projects.
* Organized and prepared meeting agendas, minutes, and follow-up actions for weekly team meetings with 10+ participants.
* Maintained comprehensive project documentation on SharePoint and facilitated communication between various stakeholders.
* Utilized Asana for task management and progress reporting, contributing to a 5% improvement in on-time task completion.

**Shift Supervisor** | Local Retail Chain (e.g., Target), Matteson, IL, September 2023 – May 2024

* Supervised a team of 5-7 associates per shift, delegating tasks, and ensuring adherence to operational procedures.
* Provided exceptional customer service, resolved escalated issues, and handled cash register operations.
* Trained 10+ new employees on company policies, product knowledge, and sales techniques.
* Contributed to achieving daily sales targets and maintaining store cleanliness and merchandising standards.

**Skills**

* **Project Support:** Task Management, Timeline Tracking, Documentation, Meeting Coordination, Risk Identification
* **Leadership Support:** Team Coordination, Delegation, Training & Onboarding, Performance Monitoring
* **Software:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Asana, Trello, SharePoint, Google Workspace
* **Soft Skills:** Organization, Communication (Verbal & Written), Problem-Solving, Teamwork, Adaptability, Customer Service, Conflict Resolution

**Projects**

**Capstone Project:** Strategic Plan for a Non-Profit Organization, Governors State University, January 2025 – May 2025

* Developed a 3-year strategic plan for a local non-profit, including mission alignment, SWOT analysis, and goal setting.
* Conducted stakeholder interviews and presented findings and recommendations to the organization's board.

**Student Organizations & Clubs**

**Team Lead** | GSU Business Case Competition Team February 2024 – April 2024

* Led a team of 4 students in analyzing a complex business problem presented by a regional company.
* Coordinated research, task delegation, and prepared the final presentation, placing among the top 3 teams.

**Student Mentor** | GSU Peer Mentoring Program September 2023 – Present

* Mentor 5 incoming freshmen on academic strategies, time management, and university resources.
* Organize monthly check-ins and study group sessions.