

FIRST LAST

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EDUCATION

Southern Illinois University Edwardsville (SIUE)

Bachelor of Science in Business Administration

Specialization: (Include the name of your specialization(s), if applicable)

Edwardsville, IL

Expected: May 20xx

GPA: 3.45

RELEVANT COURSEWORK

Operations Management

Principles of Marketing

Business and Society

Business Transitions I

Financial Management

Information Systems for

Business

PROFESSIONAL EXPERIENCE

Business Development Intern

Fleetmatics Incorporated

August 2024 to Present

Alton, IL

- Contact potential clients and provide a detailed overview of Fleetmatics technology and GPS software services within sales territory
- Establish positive rapport with new and existing clients and address questions in a professional demeanor through both written and verbal communication styles
- Guide clients to other departments based on specific client needs and to attain robust sales within the executive sales team
- Generate interest in Fleetmatics services through systematically researching accounts and overall market competition
- Meet and exceed monthly sales goals while establishing personal development goals

EMPLOYMENT EXPERIENCE

Area Supervisor

Kohl's

March 2021 to August 2023

Springfield, IL

- Promoted to Area Supervisor after demonstrating leadership abilities as Cashier
- Managed inventory during each shift and organized it to maintain visual appeal
- Addressed customer's questions and concerns with a positive attitude
- Assisted in creating shift schedules based on the availability of employees

TECHNICAL SKILLS

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

CAMPUS INVOLVEMENT AND VOLUNTEER ACTIVITIES

- Secretary, SIUE School of Business ELITE
- President, SIUE New Horizons
- Volunteer, SIUE Service Saturday's
- November 2023 to Present
- August 2023 to Present
- August 2023 to October 2024

Sample Resume – Please contact us for additional assistance.

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