

# ABCDEF

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## EDUCATION

### University of USA

AUG 2020 - MAY 2023

*Bachelor of Science in Managerial Economics*

**Relevant Coursework:** Game Theory, Decision Analysis, Fundamentals of Marketing, Principles of Management, Price Theory, Intermediate Statistics for Business and Economics, Industrial Organization

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## EXPERIENCE

### Information Technology Intern | NetOp

JUN 2021 — JUN 2023

*University of USA, town, state*

- Contributed to the successful installation and replacement of network infrastructure devices, ensuring that all devices were installed correctly and working optimally to support seamless connectivity and uninterrupted communication for all users
- Performed deconfiguration of network equipment, ensuring that all equipment was safely removed without disruption to ongoing operations
- Managed inventory of networking and equipment, ensuring that all necessary supplies were available for timely completion of tasks, such as the completion and evaluation of wireless network connectivity throughout university campuses using Ekahau software

### Resident Assistant | Residential Life

AUG 2021 — DEC 2022

*University of USA, town, state*

- Built professional rapport among 45 residents consisting of undergraduates, international students, and transfers
- Mediated 5+ interpersonal conflicts a week among residents by connecting residents to resources and facilitated 1-on-1 meetings
- Planned and led 6 events during the 15 week semester to increase resident engagement and retention by partnering with residential staff to provide support services, including coordination of activities
- Conducted comprehensive budget reviews of event expenses, ensuring proper allocation of funds by staff for all semester-hosted events, maximizing financial efficiency and optimizing resource utilization
- Generated concise and insightful reports on event and engagement metrics, delivering actionable insights to facilitate informed decision-making during biweekly meetings

### Program Assistant | Residential Life

MAY 2022 — AUG 2022

*University of USA, town, state*

- Collaborated on the successful launch of the first *community* program hosted at the *campus*
- Maintained absolute discretion and confidentiality regarding personal information of all program participants
- Developed and delivered a compelling capstone project, accompanied by a professionally produced video, captivating faculty and staff at Campus during a high-impact presentation

### Mobile Sales Representative | Market Source

MAY 2018 — JAN 2019

*University of USA, town, state*

- Provided extraordinary customer service within Target retail stores by assisting in various wireless products and accessory sales
- Drove up sales productivity and customer engagement up through wireless services and retail sales
- Developed and maintained positive business relationships with retail store management and employees

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## ACTIVITIES

### Treasurer of U College of *Business* and Local Coordinator | Students for Liberty

AUG 2019 — MAY 2020

*University of USA, town, state*

- Produced and evaluated club fiscal budget reports in Excel which completed 8 projects with budget of \$500
- Hosted weekly presentations on various policy topics surrounding the free market and individual liberty and subsequently facilitated thoughtful discussion among 10-15 undergraduate and graduate students
- Prepared and presented regular, comprehensive financial reports to the club's executive board and members, offering transparent insights into the club's financial performance
- Ensured meticulous organization and management of financial records, including receipts, invoices, and bank statements, ensuring accuracy and facilitating smooth auditing processes

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## SKILLS

### Languages

R Studio, Python, SQL, SAS, Java, Tableau

### Programs

Ekahau, Excel, Access, MS office, Adobe Photoshop, Adobe Premiere, iMovie, Sony Vegas Pro,

### Certificates

Adult CPR + AED, Scribe 101: Medical Scribe