**Sally Stetson**

School Address: Street Name Unit #, City, State Zip | Permanent Address: Street Name, City, State Zip

(555) 555-5555 | sally@stetson.edu

**EDUCATION**

**Stetson University** DeLand, FL

Bachelor of Business Administration *May 2018*

Major: Entrepreneurship | Minor: Management

Major GPA: 3.65 | Overall GPA: 3.34

**Relevant Coursework:** International Entrepreneurship, Principles of Entrepreneurship, Organizational Design, Social Entrepreneurship, Prince Entrepreneurship Studies Seminar, Prince Seminar: Entrepreneurial Leadership

**PROFESSIONAL EXPERIENCE**

**Business Development Intern** Washington, DC

*Center for International Business and Research May 2017 - August 2017*

* Researched cost variables from United Kingdom vendor and developed strategy and recommendation resulting in $20,000 annual savings
* Redesigned report analysis process incorporating automated system and reducing review time by 50%
* Pitched proposal to Board of Directors resulting in addition of two new profitable information products
* Trained two office assistants on office operations and Microsoft Project software

**Financial Management Intern** Daytona Beach, FL

*MBL Transportation January 2017 - May 2017*

* Created user-friendly database to organize supplier contracts, codes, serial numbers, union contracts, and information regarding truck and train parts
* Organized overseas purchase data in Microsoft Excel to receive correct amount of duty-drawback fees
* Evaluated alloy costs, weights, and quantity and adjusted pricing and forecast, improving margin by 10%
* Developed pricing models examining the impact of multiple assumptions to forecast future market trends

**Real Estate Intern** Charlotte, NC

*LendingTree June 2016 - August 2016*

* Examined and prepared projected employee growth reports for strategic planning of company’s future real estate and space needs
* Researched local and national markets to strategically position organization’s real estate division
* Attended daily sales meetings with financial and commercial real estate analysts and department heads

**CAMPUS INVOLVEMENT & MEMBERSHIPS**

**Entrepreneurship Competition Team, Stetson University** DeLand, FL

*Team Lead February 2017 - Present*

* Lead pitch development and practice sessions for five member team competing throughout Florida
* Implement a for-profit student marketing organization to generate revenue for local homeless shelter

**Entrepreneurial Group,** **Stetson University** DeLand, FL

*Committee Chair August 2016 - Present*

* Develop and disseminate electronic and print promotional material to advertise organization events
* Maintain organization website using Wix and respond to email inquiries

**SKILLS**

Computer: Microsoft Excel, PowerPoint, Project, Access; Prezi

Language: Fluent in Spanish, Conversational Portuguese and French