

# Sally Stetson

School Address: Street Name Unit #, City, State Zip | Permanent Address: Street Name, City, State Zip  
(555) 555-5555 | sally@stetson.edu

## EDUCATION

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### Stetson University

Bachelor of Business Administration  
Major: Entrepreneurship | Minor: Management  
Major GPA: 3.65 | Overall GPA: 3.34

DeLand, FL  
May 2018

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

## PROFESSIONAL EXPERIENCE

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### Business Development Intern

*Center for International Business and Research*

Washington, DC  
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

*MBL Transportation*

Daytona Beach, FL  
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

*LendingTree*

Charlotte, NC  
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

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### Entrepreneurship Competition Team, Stetson University

*Team Lead*

DeLand, FL  
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

*Committee Chair*

DeLand, FL  
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

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Computer: Microsoft Excel, PowerPoint, Project, Access; Prezi  
Language: Fluent in Spanish, Conversational Portuguese and French