**Student Name**

(555) 555-5555 [sally@stetson.edu](mailto:sally@stetson.edu) LinkedIn URL

**EDUCATION**

**Stetson University**, DeLand, FL

**Bachelor of Business Administration** GPA: **3.50** May 2023

Major: **Management**  GPA: **3.74**

**Relevant Course Project:**

“Employee Participation in Decision Making and Its Impact on Productivity” 2021

Created project idea and surveyed 50+ employees from different organizations in Volusia County

* Compiled survey data, ran analyses, and presented findings in Strategic Management course

**PROFESSIONAL EXPERIENCE**

Florida Energy, Tampa, FL

**Regulation and Rates Intern** June - Aug 2021

* Created Excel sheet to be used in conjunction with real-time pricing schedules
* Analyzed charts and information for Board of Directors presentation to multiple constituents

Merrill Lynch, Tampa, FL

**Management Intern** June - Aug 2020

* Prepared materials for client meetings, including stock research and diversification data
* Researched potential customers and designed detailed Excel spreadsheets for Client Advisors

**CAMPUS AND COMMUNITY INVOLVEMENT**

Delta Delta Delta,Stetson University**,** DeLand, FL

**Assistant Treasurer** March 2021 - Present

* Set fundraising goals and a manage a budget of $5,000 for the organization
* Collect dues from all members and deposit ~~them~~ into appropriate accounts
* Engage in community service through participation in events and outreach efforts

Student Financial Planning, Stetson University,DeLand, FL

**Student Assistant**Jan - May 2020

* Responded to questions from prospective students and directed to appropriate resources as needed
* Monitored front desk, answered phone calls, and checked in students for appointments
* Assisted supervisor with assembling financial aid packages for students

Girl Scouts of America,Tampa, FL

**Gold Scout Award** Nov 2018

* Raised funds for and coordinated building of new playground for children with disabilities
* Developed leadership skills through proactively managing groups of volunteer builders

**SKILLS**

**Computer:** Intermediate Level in Python; Microsoft Excel, Access

**Language**: Fluent in Spanish and French dialects