**Sally Stetson**

Street Name Unit #, City, State Zip code

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

**EDUCATION**

**Stetson University**, DeLand, FL

Bachelor of Business Administration May 2018

Major: Management; GPA: 3.74

**Relevant Coursework:** Evidence-Based Management, Advanced Leadership Development, Leading Organizational Change and Development, and Strategic Management

**Course Projects:**

“Employee Participation in Decision Making and Its Impact on Productivity” Sep - Dec 2017

* 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 2017

* 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 2016

* 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 2017 - 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 2016

* 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 Award Scout* Jan - Nov 2015

* 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