

STUDENT SAMPLE

EDUCATION	<p>UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK Master of Business Administration, Jun. 2022 Marketing Concentration GPA 3.58/4.00</p> <p>UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK Bachelor of Science, Business Administration, Jun. 2018 GPA 3.52/4.00 - Honors Program</p>
EXPERIENCE	<p>CONSUMER PRODUCTS, INC., Buffalo, NY Marketing Intern, May 2020-Jul. 2020</p> <ul style="list-style-type: none"> • Maintained the department tracking report for more than 50 product lines • Compiled monthly data to form competitive intelligence analysis reports and stated their findings in order to assist executives in making decisions • Analyzed sales data with Excel; created charts and graphs to be presented to Senior Vice Presidents • Supported various internal departments on ad hoc project assignments <p>VANGUARD RESIDENTIAL BUILDERS INC., Amherst, NY Assistant Supervisor, Dec. 2018-Aug. 2020</p> <ul style="list-style-type: none"> • Organized labor and office activities focused on residential custom home builds • Developed procedures for estimating, scheduling, and new product selection during pre-build planning phase • Coordinated independent contractors and allocated resources effectively • Created a system in Excel for scheduling new project builds; drastically increased project efficiency <p>UNIVERSITY AT BUFFALO, STUDENT ASSOCIATION, Buffalo, NY Associate Promotional Manager, Aug. 2016-Nov. 2018</p> <ul style="list-style-type: none"> • Promoted school functions to more than 40,000 students through use of effective email communication • Collaborated with staff to develop marketing strategies aimed at increasing student involvement in campus activities, attendance at sporting events, and decreasing student apathy • Coordinated club fairs involving more than 120 clubs across campus, extending reach and visibility of positive club activities across campus
SKILLS	Microsoft Excel, Word, PowerPoint, Publisher, Access
LEADERSHIP EXPERIENCE	<p>OMEGA PHI DELTA OF ERIE COUNTY, Jan. 2018 - Present Executive Board Member/Social Chair/Secretary</p> <ul style="list-style-type: none"> • Voted in legislative decision making body governing all aspects of club • Analyzed large set of historical data on expenditures and revenue; formulated new priority-based budgeting system • Led social committee in planning and implementing a series of successful social events • Calculated and investigated previous cost to develop and work within a budget to plan events <p>UNIVERSITY AT BUFFALO WOMEN'S SOCCER CLUB, Sep. 2016-May 2018 Captain/Executive Board Member/Secretary</p> <ul style="list-style-type: none"> • Established a team of 30 players, held tryouts for 65 recruits, and designed a practice schedule • Successfully defeated the national champions of club soccer after less than two years of playing