**MANAGEMENT SAMPLE RESUME**

 (801) 555-3333 ▪ emailaddress@utah.edu ▪ linkedin.com/in/yourname

EDUCATION

University of Utah, David Eccles School of Business Salt Lake City, UT

Bachelor of Science in Management May 20XX

* Dean’s List Fall 20XX to present, GPA: 3.78
* Business Scholars, a program for high-achieving business students, Fall 2015 to present
* Recipient of Daniels Fund Ethics Initiative Rising Star Award
* Related courses: International Marketing - examined macro-international environment from a variety of perspectives; Project and Process Management – learned project and process flows and organization

EXPERIENCE

Nexeo Salt Lake City, UT

Human Resources InternMay – August 20XX

* Researched Fair Labor Standards Act non-exempt regulation change impact and prepared presentations for 5 clients on impact to business operations
* Ensured client compliance with Affordable Care Act, focused on benefits plan integrity and fiscal impact
* Prepared and distributed presentation on legal/illegal interview questions for all Nexeo hiring managers

Lassonde Entrepreneurship Institute Salt Lake City, UT

Lassonde Ambassador and MentorJune 20XX – Present

* Peer mentor for first-generation high school students to explore opportunities at the University of Utah, focusing on STEM and entrepreneurship opportunities
* Presented at 4 high schools, reaching 180 students; worked closely with 16 students of whom 9 applied and were accepted to the University of Utah
* Developed new outreach activities to enable more effective interactions with students

Resident AdvisorAugust 20XX – Present

* Oversee 100 students to guide student activities and programs and ensure student health and safety
* Assist Residential Education Coordinator with student compliance issues
* Communicate with students regularly on all university activities, events, and student involvement opportunities; additionally, provide safe space environment for all resident community members

Chipotle Salt Lake City, UT

Shift ManagerMay 20XX – September 20XX

* Managed a team of 6 to efficiently serve 80-120 customers per shift
* Promoted to Shift Manager within first 6 months

LEADERSHIP

* Business Leaders, Inc. (BLInc) Vice President, Spring 20XX – present
* Bennion Center Student Leader: coordinate activities of 15 students each semester for Playworks SLC

INTERESTS

* FIRST Lego League competition pit judge at yearly qualifiers and regional competition, 20XX – present
* Nationally ranked chess player; enjoy playing online and in tournaments nationwide