**BUS ADMIN STUDENT NAME**

Salt Lake City, UT ▪ (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, Business Administration*** *May 20XX*

 **Honors**

* 3.74 GPA
* Projects or Academic Group

 **Related Coursework**

* Honors Valuation – performed valuations, analysis, and made recommendations for acquisition, leveraged buyout, and venture capital investments through group and individual reports
* Financial Management – financial analysis, capital budgeting, capital structure

**EXPERIENCE**

 **Pluralsight** Salt Lake City, UT

*Portfolio**Manager August 20XX – Present*

* Manager client relationships and recommend new products and services, increasing retention of customers
* Analyze sales metrics and meet quarterly goals to ensure company growth
* Improve processes by identifying gaps and needs which led to an increase in customers inquiries

 **R.C. Willey** Salt Lake City, UT

*Sales Associate/Department Lead* *July 20XX – July 20XX*

* Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue, while raising customer satisfaction
* Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

 **Foot Locker** Orem, UT & San Francisco, CA

*Sales Associate**July 20XX – June 20XX*

* Directed 3 employees for redesign project of department layout and increased revenue by 15%
* Ensure stock and inventory with daily tracking methods
* Assisted clients with questions and needs, ensuring a quality experience in the store

 **Snowbird Ski Resort** Park City, UT

*Sales Representative**September 20XX – January 20XX*

* Designed marketing literature and organized distribution efforts that led to increased sales
* Sold passes and assisted clients with questions and complex needs

**ACTIVITIES**

 **University of Utah Marketing Club** *–* **Vice President** *September 20XX – present*

* Collaborated with leadership to create student opportunities to connect through annual conference involving 150 students and 20 alumni presenters
* Planned tabling events to increase student interest on campus

 **Volunteer Food Provider** *July 20XX – July 20XX*

* Volunteer each month to assist in the packaging and distribution of food to families in need in the Salt Lake City valley.

**INTERESTS**

* National Park enthusiast who has visited all 5 national parks in Utah in the last two months.