

# ***Name (Sample Resume for Business major)***

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**OBJECTIVE** To obtain a position in business, with specific interest in customer service, marketing, and communications.

**EDUCATION** **Nazareth College of Rochester**  
B.S. in Business Administration  
Minor in Economics  
May 2013 GPA: 3.4  
*Dean's List, two semesters*

**Relevant Coursework**

- Spreadsheet Applications
- Organization and Management
- Written Communications
- Economic Development

**INTERNSHIP EXPERIENCE** **American Express Financial Advisors, Rochester, NY (Fall 2012)**

- Performed client reviews utilizing client management computer database.
- Researched the Dow theory and provided reports to management summarizing pros and cons.
- Reviewed various financial publications to determine potential usefulness to colleagues and clients.
- Commended for independence and excellent communication skills with clients and colleagues.

**PROJECTS** **Career Services Marketing Plan (Spring 2013)**  
Collaborated with a team of other students to develop a marketing plan designed to increase student use of college's Career Services Office. Included use of social media and rebranding the office's job posting and recruitment website.

**CUSTOMER SERVICE EXPERIENCE** **Simply Crepes, Pittsford, NY (7/09-Present)**  
Serve food and beverage to customers in fast-paced restaurant environment. Train and supervise eight employees in all aspects of customer service. Monitor inventory, order supplies, and complete employee schedules. Manage large cash drawer, including daily reconciliations and deposits. Successfully motivate employees by presenting positive demeanor, modeling strong work ethic, and demonstrating commitment to quality.

**COLLEGE EMPLOYMENT** **Lorette Wilmot Library, Nazareth College of Rochester (9/09-5/12)**  
*Main Desk, Computer Lab, Equipment* - Utilized strong organizational skills and broad-based knowledge of library holdings and processes to provide assistance to patrons. Consistently provided friendly and professional service to expedite materials in a quick and efficient manner. Selected to train new employees.

**COLLEGE ACTIVITIES** *Undergraduate Association (Fall 2011-Fall 2012)*

**COMPUTER SKILLS** **Social Media** – Facebook, Twitter, Instagram, Pinterest  
**Office Management** - Excel, PowerPoint, Access, Microsoft Word

**COMMUNITY SERVICE** **The Friendly Home, Gift Shop Volunteer, Rochester, NY (12/11-Present)**  
**St. Joseph's House of Hospitality, Server, Rochester, NY (1/12-8/12)**