**Student Sample 4**

Address or LinkedIn Customized URL

email@mtmail.mtsu.edu | (615) 123 – 4567

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| *Internship candidate with demonstrated leadership skills gained through 7 years of experience in management roles. Ability to effectively communicate and build rapport with a highly diverse population of colleagues and clients. Flexible and willing to adapt in a constantly changing field. Will enroll in MTSU’s Master of Accountancy program.* |
| **Education** |
| |  |  | | --- | --- | | **Middle Tennessee State University** | Murfreesboro, TN | | *Bachelor of Business Administration in Accounting* | December 2018 | | * Vice President of Reporting, Beta Alpha Psi Intentional Honor’s Organization * Attended 2017 Beta Alpha Psi Annual Meeting in Anaheim, CA * TSCPA 2017 scholarship recipient | ACTG GPA: 3.6/4.0 | |  |  | | **Columbia State Community College** | Columbia, TN | | *Associate of Applied Science in Accounting* | December 2016 | | * Graduated Magna Cum Laude | GPA: 3.76/4.0 | | * Dean’s list for Spring 2016 semester | | | * Phi Theta Kappa Honor’s Society Member | | |
| **Management Experience** |
| |  |  | | --- | --- | | **Walgreen’s Retail Pharmacy** | Any Town, TN | | *Shift Leader* | March 2014-May 2017 | | * Reconciled all financial activities for a shift and managed all related records, which included balancing the daily cash report and investigating any cash overages/shortages that are more than $5. | | | * Inventory management included ordering so that there were no more than 1 product out per 3 feet, tracked sales, ensured days of supply is accurate and kept at an appropriate balance, and verified weekly progress on percentage of product outages scanned by associates is above 80%. | | | * Simultaneously assisted in accepting, filling, and selling over 300 daily prescriptions to patients as a licensed Pharmacy Technician. | | | * Organized, filed, prepared and posted invoices from vendors to the general ledger. | | | * Communicated and delegated tasks among a team of up to 10 employees to keep all associates engaged and productive on the sales floor and the pharmacy. | | |  |  | | **Chick-fil-A** | Any Town, TN | | *Assistant Manager* | August 2010-March 2014 | | * Managed a team of up to 25 employees while ensuring labor cost remained below 18% of hourly sales and earnings per employee remained above $60. | | | | * Developed and supervised a one-year plan to increase drive through sales ultimately ascending the store to 19th in the entire chain, increasing sales volume by 13% during peak hours. | | | * Created a platform for communication to all 95+ employees by designing, formatting, and writing a weekly newsletter delivered with the payroll checks. | | |
| **Community Involvement** |
| |  |  |  |  | | --- | --- | --- | --- | | **The Bunny Rescue-Nashville** | February 2015-Present | **Feed The Children** | March and April 2017 | | **Beta Alpha Psi’s International Day of Literacy** | August 2017 | **Junior Diabetes Walk** | May 2014 | |