

FirstName LastName

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EDUCATION

Bachelor of Arts in Business Administration

Expected Graduation June 2019

Concentration: Marketing and Management

University of Washington Bothell

- Cumulative GPA 3.68
- Recognition – Dean's List Winter 2015
- Business & Organization Leadership Development (BOLD) Student Ambassador

PROFESSIONAL EXPERIENCE

Area Sales Associate Intern, Microsoft Corporation

June – September 2018

- Built business plan for web based workflow system for new 100 member off-shore sales team
- Developed \$1.6 million in new opportunities using solution selling techniques attained from various in-house workshops and 2 mentors
- Collected and analyzed data using Microsoft Excel, enabling an increase in market effectiveness from 53% to 96% valid opportunities

Assistant Career Advisor, Career Services, University of Washington Bothell

September 2017 – Present

- Improve student services by collecting student input and creating a strategic plan resulting in the implementation of a professional development workshop series
- Develop and execute up to 35+ career development events a year such as career fairs, workshops, and mixers among a 6-person team to facilitate student professional development
- Counsel 5-8 students daily through personalized resume and cover letter reviews and mock interviews sessions to thoroughly prepare them in their professional trajectory

Barista, Common Grounds Coffee Shop, University of Washington Bothell

August 2016 – June 2017

- Served approximately 50 customers daily in a fast paced setting, while working to maintain an organized and team-based atmosphere
- Maintained inventory of nearly \$3000 every week to ensure accuracy in deliveries and a consistency between stock and incoming deliveries
- Built lasting relationships through strong customer service strategies and applying a positive attitude when working among UW Bothell students, staff, and faculty

COMMUNITY SERVICE

Police Explorer, Redmond Police Department

June 2012 – Present

- File and organize incidence reports in a systematic fashion to maintain record of all criminal and noncriminal activity for use by law enforcement officials when needed
- Manage incoming donations in all forms in order to maintain productive and efficient workspace for all internal staff members

ADDITIONAL SKILLS

- Strong understanding of and passion for technology, business context, and design
- Familiar and comfortable with quantification; capable of collecting and analyzing relevant data in order to manage difficult situations
- Proven ability to creatively think and envision solutions to complex business problems
- Experienced in nurturing and coordinating customer and partner relationships