

Name

email address
(xxx) xxx-xxxx

Present Address:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Permanent Address:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Seeking a summer internship in the field of business administration. Am offering hands-on skills and experience in project leadership, and management.

EDUCATION:

B.S. in Business Administration (date)
LeTourneau University, Longview, TX
GPA:

SKILLS

PROFILE:

Computer: Internet, Windows, Excel, Outlook, PowerPoint, Access, and Word.

Students In Free Enterprise (SIFE): Presented seminars to multiple groups of 20 middle school students. Presentations consisted of exercises and games in "Why Ethics Matters." Students submitted business plans for competition in order to sell their product in the mall. 100 teams submitted business plans to the SIFE team on which I served. Our team selected 25 business plans for competition.

Projects: Completed a business project, designing a marketing brochure for the Business Division at LeTourneau University. The brochure is designed in a manner allowing it to be presented in a PowerPoint form. Have also served on a four person team for the design, production, and marketing of a collapsible hammer for use in camping environments. This project provided for the sound development of skills and principles in cost management.

Communication Skills: Good communicator and meeting leader. Have created correspondence for both internal and external interpretation, including presentation preparation, as a member of the residence hall (RA) staff.

Business Management & Leadership and Ethics: Advance courses include Macro/Micro Economics, Statistics, Advance Spreadsheets, and 6 hours of Leadership courses including Students In Free Enterprise, and Servant Leadership.

HIGHLIGHTS:

Heritage Scholarship
Excel Honors Summit (Southern Nazarene University)
Nazarene Mission Trip to Saltio, Mexico
Participated in school sponsored community services projects for the betterment of low income neighbors

EXPERIENCE:

Dana Corporation: Longview, TX (dates)
Performed inventory audits in preparation for PricewaterhouseCooper's on-site visit.

IMEX: Longview, TX (dates)
Team member of a production group for the manufacture of pins, screws, and supplies used by veterinarians in the repair of broken bones. Responsibilities included electrolytic polishing, production and machine shop operation. Also served as inspector for quality control, and routed defective parts back to production.

Campfire Kids Care USA: Longview, TX (dates)
Spent summer counseling and supervising 10-12 year old children whose parents worked during the day. Responsibilities included educational and recreational field trips, in class projects, game and story time.