

JSOM UNDERGRADUATE RESUME EXAMPLE (remove prior to using)

JANE DOE

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EDUCATION

The University of Texas at Dallas

B.S., Business Administration; Minor in Finance

May 2024

GPA 3.55

EXPERIENCE

Morgan Stanley - Dallas, Texas

June 2020 – August 2020

Summer Associate, Investment Banking

- Analyzed and processed 100+ corporate financial transactions valued at \$250M
- Researched 15 Fortune 500 oil and gas companies and evaluated the impact of emerging markets
- Prepared and led 15 client strategy meetings, which resulted in 50% portfolio performance increase

Chili's Restaurant - Richardson, Texas

December 2019 – June 2020

Customer Service Representative and Trainer (April 2020 – June 2020)

- Managed and trained 10 employees about customer service policies, conflict resolution, payment processing and opening/closing procedures
- Achieved highest same store sales for 4th quarter of 2015 and sales volume of \$125K
- Reconciled daily receipts and systematized transaction data within MS Excel's My Cash flow template

Hostess (December 2019 – April 2020)

- Implemented online check-in process to decrease patron wait times by 50%
- Created online billing process and reduced nonpayment of services by 25%
- Explained seasonal menu items and promoted daily specials to customers

ACADEMIC PROJECT

Business Communication

January 2020 – May 2021

- Developed a 10-page proposal about employee training and conflict resolution policies
- Designed 30-minute interactive Prezi presentation to educate 50 students about employee mediation
- Reviewed business writing and techniques for clear and concise electronic workplace communication

LEADERSHIP EXPERIENCE

UT Dallas Naveen Jindal School of Management Dean's Council

September 2020 – Present

- Initiated a strategic plan to increase student awareness and utilization of campus recycling by 100%
- Established the council's website and implemented a social media campaign to increase user compliance of the university's information resources acceptable use policy

ORGANIZATIONS

Consulting Club, UT Dallas

September 2020 – Present

Phi Beta Lambda, UT Dallas

September 2020 – Present

ADDITIONAL INFORMATION

Technical: MS Office, STATA, InDesign, HootSuite, Pinterest, Drupal, Blogger, and Prezi

Languages: Advanced Spanish and Conversational Japanese

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions OR (Visa) Eligible to work in the U.S. for internships and for full-time employment for up to 12 months (non-STEM only) or 36 months (STEM only) without sponsorship