**Meredith Student**

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**EDUCATION**

**Meredith College**, Raleigh, NC, May 20xx

Bachelor of Science in Business Administration, GPA: 3.51

*Accredited by the Association to Advance Collegiate Schools of Business (AACSB)*

Minors: Economics, International Business

**Meredith College Honors Program**

**Study Abroad:** San Joaquin, Costa Rica, Summer 20xx

* Tutored natives of all ages in English
* Studied the native language in both a classroom and interactive setting

**WORK EXPERIENCE**

**Customer Service Clerk, Harris Teeter,** Raleigh, NC, November 20xx – Present

* Ensure quality customer service by managing customer complaints and inquiries
* Serve as a shift leader for department as needed, leading 7-10 employees per shift
* Awarded Team Member of the Month in January 20xx

**Intern, Pack for a Purpose,** Raleigh, NC, June – August 20xx

* Enter data into multiple content management systems
* Formulate responses for the Chairperson’s communications to partners and participants
* Confirm all data on the non-profit website for accuracy and manage all social media accounts

**LEADERSHIP EXPERIENCE**

**Co-Chair, Campus Activities Board, Meredith College,** Raleigh, NC, August 20xx – Present

* Plan and advertise 12 day trips for more than 120 Meredith students
* Manage a budget of over $5K and coordinated all logistics for day trips
* Recruit and communicate event details to trip chaperones

**Committee Member, International Programs, Meredith College,** Raleigh, NC, August 20xx – Present

* One of two students selected to determine scholarships, evaluate new programs, and analyze student applications for studying abroad at Meredith College
* Recommend approval of student and program applications based on risk, requirements and credentials
* Constructed the Global Awareness Certificate, an international-intensive program of study for students

**Participant, Leadershape Institute,** Oak Island, NC, May 20xx

* Developed effective teamwork, communication, and leadership skills while creating a vision and action plan to implement within the Meredith College community
* Participated in a panel discussion about the importance of ethics in the workplace

**RELEVANT SKILLS**

* Software: Microsoft Office (Excel, Word, Publisher, PowerPoint, OneNote)
* Language: Intermediate Spanish, Intermediate Italian
* Social Media: Twitter, LinkedIn, Facebook, Tumblr, Instagram