**BECKY BUSINESS**

[**bbusiness@gmail.com**](mailto:bbusiness@gmail.com) **| 555-555-5555 | Linkedin.url**

**EDUCATION**

**University of Georgia**  Athens, GA

*Bachelor of Business Administration in Marketing; Spanish* *minor* May 2019

Major GPA: 3.50/4.00; Overall GPA: 3.65/4.00

HOPE Scholarship Recipient, Presidential Scholar, Dean’s List

**MARKETING AND PUBLIC RELATIONS EXPERIENCE**

**Marketing Intern** Atlanta, GA

***Georgia Department of Labor*** May-July 2019

* Screened over 40 applicants per day for appropriate job qualifications
* Retrieved unemployment claims, collected confidential customer information, and conducted daily log entries

**Chairman of Advertising/Public Relations**  Athens, GA

***American Red Cross,*** Fundraising Committee January 2019 - May 2019

* Coordinated and supervised a 6-member committee and maximized committee potential by delegating to members’ strengths
* Provided personal outreach to various media outlets which led to first-time coverage from 4 outlets
* Wrote press releases and secured media publicity through radio, paper, and internet sources

**Extern** Atlanta, GA

***Altria,*** UGA Intern for a Day Program December 2018

* Attended company-wide sales pitch brainstorming sessions
* Shadowed 6 customer product calls, all of which resulted in successful sales to clients
* Conducted informational interviews with the CEO and Vice President of Sales and Marketing

**CUSTOMER SERVICE EXPERIENCE**

**Server** Athens, GA

***Olive Garden*** August 2018 - Present

* Provide excellent customer service to 50+ patrons per shift in a fast-paced, time-intense environment
* Demonstrate keen attention to detail by managing financial transactions totaling up to $2,000
* Train 5+ new employees each month on business operations and offer constructive feedback
* Successfully and consistently upsell desserts, appetizers, and special promotions; won upselling contest 4 times

**Assistant Store Manager** Atlanta, GA

***The Body Shop*** August 2017 - December 2017

* Exceeded $2,500 weekly sales quota by 10% and targeted customer behavior to increase sales
* Handled amounts exceeding $5,000 daily while maintaining accurate balances and deposits
* Regularly assigned and supervised duties of 6 employees
* Conducted opening and closing procedures such as product inventory, store cleaning, and accessing multiple security systems

**CAMPUS & COMMUNITY INVOLVEMENT**

**ESOL Service Learning**, *Spanish Tutor* August 2019 - Present

**Habitat for Humanity**, *Thrift Store* *Volunteer* August 2018 - Present

**Infusion Magazine**,*Assistant to Financial Director* July 2018 - August 2019

**Partners for a Prosperous Athens**, *Transportation Committee Member*  July 2017 - January 2018

**SKILLS**

**Language Skills:** Conversational Spanish, skilled in written Spanish

**Technical Skills:** Proficient in Bloomberg Terminal, Microsoft Office Suite, Basic knowledge of Microsoft Access