

BECKY BUSINESS

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