

Jamie Junior

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EDUCATION

Saint Joseph's University

Bachelor of Science in Business Administration

Major: International Business

GPA: 3.8/4.0

Philadelphia, PA

May 2021

Universidad Alberto Hurtado

Study Abroad

International Business Law Summer Program

Santiago, Chile

May 2018-August 2018

INTERNSHIP EXPERIENCE

Sunoco Inc., (R&M)

Commodity Specialist Intern

- Design and issue RFP's; reviewed and analyzed proposals.
- Lead bid meetings and worked on bid teams with business unit to acquire commodities by using the competitive bid process; bids accepted on 73% of proposals.
- Create, send, review supplier survey submissions.
- Improve internal processes for maintaining supplier contact information resulting in smoother transitions.
- Construct visual for quarterly operations review; increased open rate by 12%.
- Utilize Excel & Access in multiple projects to ensure quality data entry and accurate records.

Philadelphia, PA

May 2019-Present

Merrill Lynch

Wealth Management Intern

- Researched mutual funds and created a master mutual funds Matrix; rated mutual funds using MorningStar.
- Identified and critiqued potential corporate retirement plan prospects based on possible fiduciary weak points sourced from public tax filings and auditors reports.
- Organized and summarized a retirement service model handbook, simplifying the process of accessing retirement planning resources.
- Compiled and analyzed data necessary to perform the team's semi-annual business plan review, specifically targeted at developing initiatives to reach team goals.

Bala Cynwyd, PA

January 2019-May 2019

LEADERSHIP EXPERIENCE

Student Union Board, Saint Joseph's University

President

- Elected President by 3800 undergraduate students.
- Provide the campus community with educational and social events; increased collaborative programming efforts across campus.
- Preside over weekly board meetings and prepare annual reports; oversee an annual budget of \$150,000.

Philadelphia, PA

January 2019-Present

Vice-President

September 2018-December 2018

- Organized training programs for board committee chairpersons resulting in strong communication channels.
- Designed committee goals and served as liaison to other organizations on campus.

ADDITIONAL EXPERIENCE

Macy's

Sales Associate

- Assisted customers with merchandise selections, providing knowledgeable and friendly customer service and developed communication and interpersonal skills.
- Developed understanding of financial operations through cash register and sales transaction reconciliations.

Springfield, PA

June 2017-Present

EXTRACURRICULAR ACTIVITIES

Saint Joseph's University Women's Rowing Team, Division 1 Team Member

Fall 2017- Present

Formatting: Margins should be between .5-1" and font should be between 10-12 point.

Contact Information: Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional. Add your LinkedIn public profile link.

Education: High school information should no longer be included. Spell out "Saint"; list your degree ("Bachelor" not "Bachelors"); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; highlight study abroad experiences. List GPA if above 3.0.

Quantify your responsibilities and accomplishments when possible.

Headings: Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

When describing your experiences, highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

Section headings should reflect the information in that section; tailor your sections to relate to the employer.