

# Your Name

543 East 2<sup>nd</sup> St  
Hays, KS 67601

(785) 625-5555  
name@mail.fhsu.edu

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## EDUCATION

**Bachelor of Business Administration**, May 2017

Major: **International Business and Economics**

Minor: **Spanish**

Fort Hays State University, Hays, KS

GPA: 3.4 on a 4.0 scale

## QUALIFICATIONS

- Bilingual in Spanish and English
- Awarded student leader for exemplary service in Student Government
- Received service award for outstanding contribution to campus activities
- Technically proficient in Microsoft Word, Excel, Access, and PowerPoint; Programming in visual basic and HTML; Web design
- Strong customer service and people skills

## RELEVANT COURSEWORK

- International Economics
- International Marketing
- Managerial Economics
- Global Business Communication
- International Finance
- International Business
- Cultural Geography
- Options and Futures Market

## INTERNSHIPS

**Corporate Intern**, June 2016- August 2016

Steven Smith Enterprises, Denver, CO

- Performed market research on competitors online advertising
- Analyzed statistical data pertaining to market competition for the online advertising industry and evaluated what made the competitor's business successful
- Wrote articles for online news posting

**Foreign Currency Trader Intern**, June 2015- August 2015

TTMXV, LLC, Santa Barbara, CA

- Handled \$50,000+ monthly in trades and investments, specializing in Euros, Dollars, and Yen transactions
- Investigated trades and issued market reports

## WORK EXPERIENCE

**Translator**, May 2014- present

Private Contractor, Ellis County, KS

- Team with two secretarial assistants to provide conversation-based translation and mediation services to non-English speaking business owners and employers
- Awarded Hispanic Business Community recognition for assisting immigrants

**Assistant Business Manager/Spanish Tutor**, April 2013-May 2014

Premier Learning Academy, Hays, KS

- Aided management and coached students for educational preparation institute
- Boosted student enrollment; won Employee of the Month award

### **OTHER EXPERIENCE**

**Customer Service Representative**, May 2013- Present  
Happy Trails Rent-A-Car, Russell, KS

- Train new employees in effective sales and direct mail techniques
- Provide excellent customer service by phone and in person
- Demonstrate effective and persuasive skills in retail sales
- Resolve customer complaints effectively and efficiently

### **HONORS/ACTIVITIES**

- Dean's Honor Roll
- HALO Club (President, Vice President)
- Student advisor to Business Club
- Alpha Gamma Sigma
- Phi Alpha Mu
- Varsity cross country and track

### **VOLUNTEER WORK/COMMUNITY SERVICE**

- Fort Hays Regional Science Olympiad Judge
- Big Brothers and Big Sisters of Ellis County
- United Way fund drive volunteer
- Volunteer at St. Francis Nursing Home
- Student Orientation Advisor
- Christian Challenge Member
- Volunteer at Fort Hays State University Science Days
- American Cancer Walk-A-Thons
- Ellis County Relay for Life

### **REFERENCES**

Available Upon Request

# Your Name

PO Box 1234  
Hays, KS 67601

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## OBJECTIVE

Seeking internship opportunity in management and/or finance with a global corporation

## EDUCATION

**Bachelor of Business Administration in International Business and Economics**, May 2016  
Fort Hays State University, Hays, KS

## QUALIFICATIONS

- Customer focused bilingual international business student with recent accounting and finance experience in the financial services industry
- Leadership and communication skills
- Able to work with all levels of people to achieve objectives
- Strong organizational and time management skills
- MS Word, MS Excel, MS PowerPoint, MS Access
- Research and analysis skills

## INTERNSHIP

**Finance Intern**, 2015

Waddell & Reed, Hays, KS

- Assisted and observed Financial Advisors with preparing financial plans and presenting them to clients

## WORK EXPERIENCE

**Student Office Assistant**, 2015-2016

International Student Services, Fort Hays State University, Hays, KS

**Server**, 2014-2016

Applebee's, Hays, KS

## HONORS/ACCOMPLISHMENTS

- Dean's List
- Teaching Assistant
- LEAD@JU- Member
- Honors Society- Member
- Alpha Kappa Psi Professional Business Fraternity- Scholarship Chairperson & Member of the Executive Board, Epsilon Tau Chapter
- Delta Zeta Sorority- President, Treasurer

## REFERENCES

Available Upon Request