

FirstName LastName

(410) 555-5557 ▪ tstudent@email.com ▪ Towson, MD
www.linkedin.com/in/FirstNameLastName

Education

Master of Science in Supply Chain Management

Towson University, Towson, MD

May 20XX

- Graduate Capstone Project

Bachelor of Science in Business Administration

Towson University, Towson, MD | GPA 3.1

May 20XX

Certifications

International Maritime Dangerous Good (IMDG) Hazardous Certification

Valid February 20XX – 20XX

Towson University Computer Proficiency Exam

April 20XX

- Microsoft Office Certified (Excel, Word, PowerPoint)

Related Experience

Pricing Analyst, Nelson & Co, City, MD

August 20XX – Present

- Coordinate, analyze, and provide air/ocean transportation pricing
- Maintain and develop new business and relationship with foreign agents, approximately 25 connections
- Develop weekly Excel spreadsheets to analyze and improve current quote methods, two per week
- Use Cargosphere to quote and maintain feedback responses of quotes

Sportshirt Planning Trainee, Sportswear Inc., City, MD

May 20XX – August 20XX

- Analyzed past sales from previous years to determine stock for the new season
- Created Excel spreadsheets to rank each store based on given criteria, approximately 11 store comparisons
- Dispersed over 30 purchase orders per week as they were received in the warehouse
- Created reports for upper management weekly based on variable data requests

Facility Manager, Towson University Campus Recreation Services, Towson, MD

August 20XX – May 20XX

- Maintained facility documents and updated eight facility spreadsheets biweekly
- Served as facility coordinator for accident, injury, and incident reports
- Monitored and enforced general safety standards building-wide through effective communication

Career Introductory Member, Baltimore Orioles, Baltimore, MD

April 20XX – September 20XX

- Submitted proposal for a new initiative called the Fan Appreciation Program including a cost analysis and stakeholder needs assessment
- Supervised live interactive activities, in-game contests, promotions, entertainment, and fan contests

Leadership Experience and Involvement

Presidential Ambassador, Towson University, Towson, MD

August 20XX – May 20XX

- Assisted the President of Towson University with student relations through bi-weekly briefings
- Developed student-oriented activities designed to promote school pride

Student Advisory Board Member, Campus Recreation, Towson, MD

January 20XX – December 20XX

- Planned employee training and implemented programs and trainings designed to improve student employment experiences

Treasurer, Central Business Association, Towson, MD

September 20XX – May 20XX

- Maintained accurate transaction records and reviewed pending expenditure proposals
- Managed a \$2,000 budget for department events and supplies