**First Name Last Name**

**City, ST XXXXX** (state and zip code)

**Phone | Personal** **Email**

**Summary of Experience**

* MBA graduate student; relevant coursework includes Leading Organizations, Data Analytics, and Business Law and Ethics
* Over eight years of professional experience in finance, marketing, and operations roles; proven ability to understand big picture while remaining highly detailed
* Successful experience in large corporate settings as well as startup environments with annual revenues ranging from under $1M to over $30B
* Excellent track record in the development and implementation of process improvement strategies
* Software experience with Microsoft Office Suite, advanced Excel (NPV, IRR, Pivot Tables, Lookups, Macros), PowerPoint, Salesforce, and SQL; Social Media experience includes LinkedIn, Twitter, and Facebook

**Education**

**University of Colorado Denver, Business School, Denver, CO, XXXX**

Master of Business Administration (MBA); Expected Graduation August 2021

**College, City, ST**, **Month 20XX**

Bachelor of Science, Business Administration, Accounting Major, X.X GPA

**Professional Experience**

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Part of a four-person team responsible for operations analysis and reporting, process improvement, and database management for a $30B corporation
* Successfully utilized Lean Six Sigma tools for organizing and advancing projects; used advanced Excel, Access, and VBA for collecting, storing, analyzing and reporting data
* Identified and implemented efficiencies in a program that impacted over 500 employees
* Presented to senior management on the potential redistribution of labor resources and skillsets for optimizing operations; made recommendations that were accepted and implemented throughout the organization
* Created and distributed compelling and actionable visual reports on program progress
* Developed workforce optimization strategies that included scorecards and performance management

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Performed business development, finance, and marketing activities for an early-stage startup
* Developed a breakeven analysis for two products and developed a financial reporting process that provided a solid foundation for growth strategies
* Attended networking events in multiple sectors and promoted company products and services

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Assisted in the startup and launch of a healthcare franchise; sold three locations in the first year
* Guided the print, online, and social media marketing decisions and helped sell the program to prospective clients; handled day-to-day office operations
* Used Salesforce, LinkedIn, Twitter, and Facebook for social media campaigns

**Community Service and Academic Activities**

**Habitat for Humanity, City, ST, Volunteer, Month 20XX – Present**

**CME Trading Challenge, Month 20XX – Month 20XX**

* Member of a five-person team in an international trading competition; the team had $100K worth of equity available to make trades in commodity markets such as Crude Oil, Gold and Corn futures contracts