



CAREER SERVICES

Resume Sample

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RYAN R. ANDERSON

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Analytical | Communication | Ideation | Input | Competition

EDUCATION

Bemidji State University, Bemidji, MN

Bachelor of Science Degree

May 20XX

Major: **Business Administration**

Minor: **Management Information Systems**

Emphasis: **Marketing**

RELATED COURSEWORK

- Computer Business Applications
- Human Resource Management
- Consumer Behavior
- Marketing Research
- Marketing Management
- E-Commerce Web Development
- Data Communications
- System Analysis and Design

INTERNSHIP

Management Trainee, Sherwin Williams Company, Edina, MN

Summer 20XX

- Demonstrated attention to detail while evaluating commercial credit applications up to \$100,000 credit line
- Established accountability by monitoring accounts receivable and verifying accounts payable
- Consistently ordered and maintained appropriate inventory levels

WORK EXPERIENCE

Salesman, Patterson's Menswear, Inc., Bemidji, MN

September 20XX-20XX

- Enhanced communication skills by assisting customers with merchandise selection
- Exceeded daily sales goals by marketing accessories and additional clothing
- Engaged with customers to resolve customer complaints
- Performed daily accounting reconciling the debits and credits throughout the day

Process Support, Northwood's Panelwood, Northville, MN

Summers 20XX-20XX

- Demonstrated skills in operation of diverse industry-related equipment
- Developed on-the-spot problem solving and equipment repair skills
- Established flexibility skills by adapting quickly to a variety of work-station assignments

COMPUTER EXPERIENCE

- MS Office: Word, Excel, Access, PowerPoint
- Adobe Photoshop, After Effects, Illustrator, Dreamweaver, Adobe InDesign
- WordPress

COLLEGE ACTIVITIES

Business Club - President

20XX-20XX

- Member

20XX-20XX

Co-Chairperson for Career Connections

20XX

Residence Hall Representative

20XX-20XX

Intramural basketball

20XX-20XX