

# PETEY P. BUSINESS

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## EDUCATION

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### Oglethorpe University

*Bachelor of Business Administration in Marketing; Spanish minor*

GPA: 3.65/4.00

Scholarship Recipient, Presidential Scholar, Dean's List

Expected Graduation

May 2022

## RELEVANT EXPERIENCE

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### Marketing Intern

*Georgia Department of Labor*

- Screened over 40 applicants per day for appropriate job qualifications
- Retrieved unemployment claims, collected confidential customer information, and conducted daily log entries

Atlanta, GA

May 2019 - July 2020

### Chairman of Advertising/Public Relations

*American Red Cross, Fundraising Committee*

- Coordinated and supervised a 6-member committee and maximized committee potential by delegating to members' strengths
- Provided personal outreach to various media outlets which led to first-time coverage from 4 outlets
- Wrote press releases and secured media publicity through radio, paper, and internet sources

Athens, GA

January 2020 - May 2020

### Extern

*Altria, Job Shadowing Program*

- Attended company-wide sales pitch brainstorming sessions
- Shadowed 6 customer product calls, all of which resulted in successful sales to clients
- Conducted informational interviews with the CEO and Vice President of Sales and Marketing

Atlanta, GA

December 2019

## CUSTOMER SERVICE EXPERIENCE

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### Server

*Olive Garden*

- Provide excellent customer service to 50+ patrons per shift in a fast-paced, time-intense environment
- Demonstrate keen attention to detail by managing financial transactions totaling up to \$2,000
- Train 5+ new employees each month on business operations and offer constructive feedback
- Successfully and consistently upsell desserts, appetizers, and special promotions; won upselling contest 4 times

Athens, GA

August 2019 - Present

### Assistant Store Manager

*The Body Shop*

- Exceeded \$2,500 weekly sales quota by 10% and targeted customer behavior to increase sales
- Handled amounts exceeding \$5,000 daily while maintaining accurate balances and deposits
- Regularly assigned and supervised duties of 6 employees
- Conducted opening and closing procedures such as product inventory, store cleaning, and accessing multiple security systems
- Exemplified reliability and punctuality by completing all assigned tasks in a timely manner

Athens, GA

August 2018 - December 2018

## CAMPUS & COMMUNITY INVOLVEMENT

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*ESOL Service Learning, Spanish Tutor*

August 2020 - Present

*Habitat for Humanity, Thrift Store Volunteer*

August 2019 - Present

*Infusion Magazine, Assistant to Financial Director*

July 2019 - August 2020

*Partners for a Prosperous Athens, Transportation Committee Member*

July 2018 - January 2019

## SKILLS

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**Language Skills:** Conversational Spanish, skilled in written Spanish

**Technical Skills:** Proficient in Bloomberg Terminal, Microsoft Office Suite, Basic knowledge of Microsoft Access