

BENNY BUSINESS
Chicago, Illinois 60655
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EDUCATION

Saint Xavier University, Chicago, IL

Bachelor of Business Administration in Marketing, May 20XX

Major GPA: 3.70/4.00, Overall GPA: 3.55/4.00

Moraine Valley Community College, Palos Hills, IL

Associate of Arts, May 20XX

RELEVANT COURSEWORK

- Internet Marketing
- Social Media Marketing
- Marketing Strategy
- Achieving Service Excellence

RELEVANT EXPERIENCE

Marketing Intern

August 20XX – Present

Harrison Water Park, Mokena, IL

- Helped develop an overall marketing plan to promote special winter season events
- Produced fliers and newsletters for several community mass mailing campaigns
- Collaborated with another intern to create a proposal for two new summer youth activities
- Assessed numerous fall season activities and submitted recommendations to improve them
- Received excellent ratings on all performance evaluations

Production Supervisor

March 20XX – October 20XX

Midwestern Components Company, Frankfort, IL

- Select, train, and evaluate a staff of 15 assembly line employees
- Develop weekly production quota schedules for departmental operations
- Contribute actively to the Client Service Quality Improvement Team
- Perform occasional bookkeeping, merchandise ordering, and quality control of shipments delivered and received, as needed, with a careful attention to organization and detail
- Helped reduce product defect loss by \$75,000 (11%) during the past fiscal year
- Promoted from the position of Components Assembler, March 20xx

INVOLVEMENT

Saint Xavier University Men's Basketball Team, August 20XX – May 20XX

- Team Captain from April 20XX – May 20XX
- Coordinated three food donation drives for local homeless shelters

Business Students Association, Saint Xavier University, August 20XX – May

- Organized a business development plan competition for 25 high school students

ADDITIONAL EXPERIENCE

- Sales Associate, Museum of Geology Gift Shop, Palos Heights, IL, January 20XX – February 20XX
- Barista, Java Lounge, Alsip, IL, October 20XX – May 20XX

ADDITIONAL INFORMATION

- Dean's List of Honors, Saint Xavier University, August 20XX – May 20XX
- Proficient in Word, Excel, Access, PowerPoint, HTML
- Bilingual in English and Polish, both verbal and written