**BENNY BUSINESS**

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**EDUCATION**

Saint Xavier University, Chicago, IL

*Bachelor of Business Administration* in Marketing Expected Graduation May 20XX

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

Moraine Valley Community College, Palos Hills, IL

*Associate of Arts* Expected Graduation 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 flyers 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

* Selected, trained, and evaluated a staff of 15 assembly line employees.
* Developed weekly production quota schedules for departmental operations.
* Contributed actively to the Client Service Quality Improvement Team.
* Performed 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.

**INVOLVEMENT**

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

* Team Captain
* Coordinated three food donation drives for local homeless shelters.

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

* 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 Microsoft Word, Excel, Access, PowerPoint, HTML
* Bilingual in English and Polish, both verbal and written