**BENNY BUSINESS**

Chicago, Illinois 60655

(773) 555-1111

bennybusiness02@mymail.sxu.edu

**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