



## **Business Majors Example Resumes**

Accounting

Finance

Marketing

Operations

**Name**

Address Phone Email

**EDUCATION:**

University of Colorado at Boulder  
B.S. in Business Administration  
Boulder, CO  
May 200X

**Area of emphasis: Accounting**

- **Certificate in International Business**

Harbin Electrical Engineering University  
B.S. in Computer Science  
Harbin, China  
May 20XX  
Major: Electrical Engineering Technology

**BUSINESS EXPERIENCE:**

**Accounting project with City of Boulder** Fall 200X

- Utilized accounting information technology to improve decision-making and internal controls

**Hai Tong Trade Co., Chengdu, Sichuan, China** May 200X-Jan 200X

*Marketing Manager*

- Controlled costs, prepared quarterly budget and forecasts
- Coordinated relationships with clients
- Negotiated and delivered two project contracts totaling over \$40K
- Developed marketing strategy and trained marketing staff

**J C Enterprise, Shenzhen, China** May 19XX – Jan 20XX

*Sales Assistant Manager (Export)*

- Controlled costs, and prepared semi-annual budget and forecasts for manager's presentation
- Supervised accounting staff for Bank letter of credit, bill of exchange, money of exchange, A/R and A/P
- Delivered contracts for German, Dutch, and Turkish exports worth over \$250K per year
- Managed shipping schedule, pricing, and documents with ocean shipping companies
- Reviewed and approved documents and schedules with customs brokers
- Coordinated with supplies and warehousing to monitor inventory and quality control of products

**Orient Electric Corporation, Chengdu, Sichuan, China**

*Assistant Accountant*

May 20XX – Jan 20XX

- Worked closely with banks on loan activities, performed payroll function
- Bookkeeping clerk; audited cash inflows and outflows
- Managed A/R, A/P and money orders for business travel
- Generated budgets and forecasting on a quarterly basis and presented to the management team

**ADDITIONAL EXPERIENCE:**

**Point Technology, Inc., Boulder, CO, Precise Manufacturing Coordinator** May 200X – Jan 200X

- Set up and adjusted computer program for production, quality control and language translation between English and Chinese

**Orient Electric Corporation, Chengdu, Sichuan, China, Assistant Engineer** May 20XX – Jan 20XX

- Worked with UNIX system maintenance
- Participated in marketing of bar code program

**ADDITIONAL INFORMATION:**

Advanced Excel, MS Word, Access, PowerPoint  
Native Chinese and fluent in English  
Green card holder since 20xx

**NAME**

Address

Email

Phone

**EDUCATION****University of Colorado at Boulder, Leeds School of Business****December 20xx**

B.S. Degree in Business Administration with an emphasis in Finance

**Relevant Projects:**

Won 1st Place in Downtown Boulder Business Feasibility Competition

- Prepared a feasibility report for a hypothetical business to be started at the Pearl Street Mall in Boulder, Colorado. Components included a detailed business model with revenue, gross margin, operating, and working capital models created through detailed analysis of specific market as well as networking with industry experts.
- Project was evaluated and awarded by six local investors and business professionals.

**Relevant Courses:**

Derivative Securities, International Financial Management, Corporate Financial Reporting, Financial Markets and Institutions, Investment and Portfolio Management, Senior Seminar in Finance.

**University of Houston, C.T. Bauer College of Business****Aug. 20xx-May 20xx**

Coursework towards B.S. in Business Administration      GPA: 3.6

**INTERNATIONAL WORK EXPERIENCE****R. S. Platou - Oslo, Norway**

Summer Intern, Offshore Research

**June 20xx-July 20xx**

- Supported a worldwide privately held ship brokerage firm with maintenance of database specific to the Offshore Research Group detailing the available ships for sale and lease in the oil and gas industry; performed detailed analysis of ship specifications including size, crane capacity and bollard pull.
- Played a key role in creating and establishing a new spreadsheet to be used by the offshore shipbrokers detailing ship specifications for the new Offshore Wind Department in the company.
- Utilizing Bloomberg market data, developed valuation methods for secondhand rigs.
- Networked with industry professionals weekly through attending presentations and seminars as part of the intern program.

**Norwegian Automobile Federation – Oslo, Norway**

Customer Representative

**June 20xx-July 20xx**

- Answered customer phone calls with membership and general questions.
- Made reservations for required car service checks, on average 80 per day, using strong communication and organizational skills.

**Sportshuset Slependen - Asker, Norway**

Sales Assistant (Seasonal)

**June 20xx-Dec. 20xx**

- Sold bicycles and equipment and prepared ordered bicycles for delivery.
- Assisted customers with complaints on purchases.

**LEADERSHIP**

- Co-founder of CU Investment Club
- CU Boulder representative for the Association of Norwegian Students Abroad

**SKILLS AND INTERESTS**

- Fluent in Norwegian and English
- Proficient in French, Danish and Swedish
- Microsoft Word, Excel, PowerPoint
- Mac OS and Windows
- Bloomberg Terminal
- Telemark-skiing

## First & Last Name

Phone Number

Email Address

**Objective:** Seeking summer 20xx market research internship in food and beverage industry.

### Education:

University of Colorado at Boulder

B.S., Business Administration

Emphasis: Marketing

December 20xx

GPA: 3.5

*Study Abroad:* Seville, Spain

Fall 20xx

Council for International Educational Exchange

### Related Experience:

*Marketing Intern, Izze Soda, Boulder, CO*

September 20xx-present

- Research beverage industry in North Carolina to develop plans to open market for Izze Soda.
- Manage multiple details to complete 15 hour a week internship and full-time course load.

*Marketing Intern, Elements, Seville, Spain*

Fall 20xx

- Investigated viability of target market for a new product.
- Conducted marketing research in the form of an online survey using social media (Facebook, Twitter, and Blogs) to collect results.
- Assisted in bringing a new product offering to market through in-store demonstrations.

### Other Work Experience:

*Host & Server, Zolo Bar & Grill, Boulder, CO*

June-December 20xx

- Facilitate front of the house operations. Excel at customer service through superior organizational skills and attention to detail.
- Expedite back of the house activities by overseeing the appearance, accuracy, and quality of the food before it reaches the customer.
- Effectively deal with a chaotic environment, remaining calm under pressure.

*Shift Manager, Ben & Jerry's, Boulder, CO*

August 20xx-July 20xx

- Coordinated activities for five employees, and delegated responsibilities.
- Controlled cash, including responsibility for counting and depositing end of the day revenues.
- Oversaw daily operations, including customer service, food quality, inventory, catering, and maintenance of the store.

### Leadership & Activities:

- *Member*, CU-Boulder American Marketing Association
- *Participant*, Outward Bound trips: 20xx, 20xx

**Language Skills:** Conversational Spanish

**Name**

Address Email Phone

**Education****UNIVERSITY OF COLORADO AT BOULDER- Leeds School of Business**

Bachelor of Science in Business Administration: Operations and Information Systems Management, GPA 3.3 Dec 20xx

Certificate: The Study of Socially Responsible Enterprise

**Relevant Projects****International Water Works, Boulder, Colorado***Operations Consultant Intern**Jan 20XX- May 20XX*

- Partnership between University of Colorado: Business Solutions to Global Poverty Class and International Water Works
- Conducted a feasibility study and provided strategic advice regarding the development of clean water solutions in developing countries

**Leadership**

Graduate of NOLS (National Outdoor Leadership School)

Study Abroad

*Sep 20XX- Dec 20XX*

- Participated in expedition style learning experience in the Patagonia region of Southern Chile
- Focused on the development and importance of leadership skills including character, competence, communication skills, judgment and decision making, self-awareness, vision and action and tolerance for adversity in the context of Mountaineering and Sea Kayaking expedition

**Work Experience****University of Colorado, Boulder, Colorado***Teaching Assistant: Introduction to Management**Sep 20XX- Present*

- Assist professor in tasks including student advising, class facilitation, and grading
- Meet with up to 80 students weekly, maintaining communication concerning class updates and activities

**BOULD LLC, Denver, Colorado***Program Development Specialist**May 20XX- Aug 20XX*

- Planned, initiated, and executed 2<sup>nd</sup> quarter initiative growing operations from three to eight Habitat for Humanity Affiliates
- Co-wrote introduction guide for Habitat for Humanity affiliates outlining primary service
- Routinely managed affiliate relations through phone calls, emails, written correspondence
- Implemented affiliate tracking system organizing relationship status for 20+ Habitat for Humanity Affiliates

**Camp Pathfinder, Algonquin Park, Ontario Canada***Director of Guide Development Program**June 20XX- Aug 20XX*

- Managed fifteen guides-in-training at Camp Pathfinder, a boy's canoe tripping camp based in Algonquin Park Ontario, Canada
- Led a nine-week curriculum with the objective of managing others in a wilderness setting
- Acted as lead guide for four years
- Led trips of 2-25 days in duration in remote backcountry settings in Quebec, Ontario, and Manitoba

**Qualifications and Certifications****Certified Associate in Project Management Credential (CAPM), PMI***May 20XX*

- Entry level certification for project practitioners. Demonstrates understanding of the fundamental knowledge, terminology and processes of effective project management

**LEED Green Associate Credential***Aug 20XX*

- Entry level Credential; denotes basic knowledge of green design, construction, and operation

**Wilderness First Responder, Wilderness Medical Associates, Canada***June 20XX*

- Completed 80 Hour wilderness medical assistance training and EMT training for backcountry medicine