

**MARGO JOHNSON**  
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**PROFILE:**

Two years experience providing excellent customer service in a fast-paced environment. Creative and resourceful in generating new ideas and solving problems. Able to juggle many tasks while meeting strict deadlines. Demonstrated leadership and motivational skills. Collaborative team-player with proven ability to initiate plans, make decisions, and inspire others.

**EDUCATION:**

**Stevenson University**, Stevenson, MD  
Bachelor of Science, Business Administration (GPA 3.5/4.0), May 20xx

**RELEVANT COURSEWORK:**

Accounting I & II	Marketing Strategies	Public Speaking
Entrepreneurial Development	Business Math	Business Writing

**SPECIAL COURSE PROJECTS:**

***Business Plan and Analysis Course - Entrepreneurial Development***, October 20xx

- Led a team of six students, and coordinated meeting times to complete the project
- Developed a new fictional company, conducted feasibility analysis, designed a marketing plan and marketing research strategies, and alternative sources for securing start-up capital

**COMPUTER SKILLS:**

Microsoft Word, Excel, PowerPoint, Database management

**LEADERSHIP ACTIVITIES:**

***Vice President, Student Government Association***, Stevenson University, Stevenson, MD, May 20xx - Present

- Facilitate policy changes and resolutions through meetings with university administrators
- Coordinate and plan campus events for more than 100 students throughout the semester
- Raise and allocate organizational funds (successfully increased club funds by 50% in one semester)

***President, Accounting Association***, Stevenson University, Stevenson, MD, May 20xx – May 20xx

- Tutored accounting and finance students, and provided learning strategies for difficult concepts
- Developed a new accounting fair campaign, successfully increasing fair attendance by 20%
- Chaired special committees that brainstormed new ideas for events and increased membership

***Secretary, Undergraduate Finance Association***, Stevenson University, Stevenson, MD, May 20xx – January 20xx

- Developed new association policies and procedures
- Advanced communications between members and administrators through creation of listserve
- Provided a structure for each meeting, and ensured that all points were addressed

**WORK EXPERIENCE:**

***Server, Johnny Rockets Restaurant***, Baltimore, MD May 20xx – June 20xx

- Communicated with guests to better meet their needs, and provided excellent customer service
- Advised customers on daily specials and recommended certain options when needed
- Operated the cash register and point-of-sale equipment

**SPECIAL AWARDS & HONORS:**

***Best Student Award, Stevenson University***, Stevenson, MD, May 20xx

***Alpha Chi Honor Society, Stevenson University***, Stevenson, MD, January 20xx