



# JANE SMITH

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## EDUCATION

University of Baltimore, Baltimore, MD December 20XX  
**Bachelor of Science in Business Administration**  
**Specialization: Business Management**

Community College of Baltimore County, Catonsville, MD May 20XX  
**Major: Business Management**

## PROFESSIONAL EXPERIENCE

**BMALE Student Assistant**, University of Baltimore, Baltimore, MD Aug. 20XX- Present

- Share and curate events on-campus for present and upcoming semester.
- Promote excellence and demonstrate life skills to my mentees.
- Compose proposals for speakers to come to campus.

**Management Trainee**, Enterprise Holdings, Baltimore, MD May 20XX- Present

- Deliver superior customer service, and effectively communicate with customers and colleagues.
- Establish new business and maintain current business relationships.
- Develop skills regarding: cost control, evaluating gains/loss reports, and depreciation value.
- Gain skills to mentor, train, and manage staff.

**Marketing Specialist/Media Ambassador Intern**, LOOPLE, Baltimore, MD June 20XX – Jan. 20XX

- Helped spread brand awareness of this startup app company.
- Achieved 50 downloads of the app in the first week with this company.
- Assisted with gaining student interest in the product on campus.

**Marketing/Media Ambassador Intern**, MegaBus, Baltimore, MD June 20XX- Jan. 20XX

- Responsible for spreading awareness to students on campus regarding Mega bus services.
- Assisted with financials of the East Coast branch.
- Supported international relations and affairs in order to further branch out the company.

**Sales Lead/Assistant Manager**, Aldo, Baltimore, MD Sept. 20XX- May 20XX

- Controlled the floor and flow of the store at all times.
- Assured that the team achieved sales and unit per transaction goals, and delivered excellent service.

**Jewelry Key holder/Assistant Manager**, Pandora, Baltimore, MD Sept. 20XX – May 20XX

- Opened/closed the store, conducted returns/exchanges and tracked customer demographics.
- Acted as manager-on-duty when store manager is not on premises.
- Ensured that company merchandise was presented in a fashionable, and proper manner.

## LEADERSHIP EXPERIENCE

**Vice President of Events**, Enactus, CCBC, Catonsville, MD Sept. 20XX– May 20XX

- Collaborated for events with other clubs on campus and non - profit organizations.
- Planned trips to other cities, and responsible for the events budget.

**Executive Event Coordinator**, Black Student Union, CCBC, Catonsville, MD Sept. 20XX – May 20XX

- Facilitated and helped coordinate meetings with members and leaders of the group.
- Recommended key topics in our society to talk about, and be aware of.

*Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy*