

## Name

USC, 0000 Happy Street • PO Box 00000 • Columbia, SC 29227 • (000) 000-0000 • unknown@mailbox.sc.edu

### Education

#### University of South Carolina, Columbia, SC

Bachelor of Science in Business Administration, December 2009

Bachelor of Arts in Spanish, December 2009

- *Triple Major*: International Business, Finance, Spanish
- GPA: 3.80

#### Related Coursework:

- *Business*: Introduction to Finance, Introduction to Financial Accounting, Introduction to Managerial Accounting, Professional Communication, Business Statistics, Survey of Commercial Law
- *Spanish*: Advanced Spanish Language, Hispanic Literary Texts, Literary Tendencies and Masterpieces of Spain

### Leadership

Spring 2006

#### Student Senate

##### Student Government, Senator for the Moore School of Business

- One of only two voting representatives from the business school, supporting successful initiatives to open the on-campus library 24 hours and restructure the distribution of student fees to include all student organizations.

Fall 2006 - present

#### Phi Sigma Kappa Social Fraternity

##### New Member Educator

- Created the first new member education program for the USC chapter, allowing each member to receive a uniform education on topics such as time management, etiquette, and career building.
- Constructed the first recruitment program, including three new member classes; doubled the size of the University of South Carolina chapter in its first year of implementation with the largest new member class in chapter history (17 men).

### Work Experience

May - August 2006

#### United Postal Service, Earth City, MO

##### Industrial Engineering Intern

- Obtained an *industrial engineering* internship that provided invaluable knowledge on the daily operations of a major package service company.
- Performed a *cost-benefit analysis* of the package car wash and maintenance operation at the Earth City Hub.
- Compiled *internal audit* information for the entire Missouri region.
- Audited daily package car loading and unloading operations procedures for four satellite centers *on-site*.

May - July 2007

#### Seville Fútbol Club, Seville, Spain

##### Press and Media Relations Intern

- Completed *120 hours* in the Press Office amongst the press employees of the Club.
- Translated the daily news articles for the team onto the English version of the site, taking *full responsibility* for all daily US web page updates.
- Performed a *comparative* study with the other top Spanish soccer teams to redesign the English version of the site to attract more international fans.

### International Service

January 2004

#### Honduras Service Trip, Yoro, Honduras

- Worked at the Yoro Center for Malnourished Children with five other students.
- Cared for malnourished children, raised funds for center improvements, and provided daily meals for the month.

### Honors

- Awarded the Capstone, McKissick, and Coopers Scholarships for academic achievement, named to the Moore School of Business Dean's List in the Spring of 2006 and 2007 and the President's Honor List in the Fall of 2006.
- Assisted in advertising for keynote speakers for the Global Business Council in the Spring of 2006.
- Received the Outstanding Leadership and Service Award from the Office of Student Government and Cultural Exchange Association for experience serving and travelling abroad and on-campus involvement.