

# Your Name

Melbourne, FL 32901 | [name2014@my.fit.edu](mailto:name2014@my.fit.edu) | 321-555-1212 | LinkedIn URL

<b>Education</b>	<b>Florida Institute of Technology</b> , Melbourne, FL Bachelor of Science in Business Administration - Management, GPA: 3.5	Dec 2022
<b>Certification</b>	Global Collaboration Experience Certificate	
<b>Skills</b>	Technical Writing, Database Research, Data Analysis, MS Office including Access, Photoshop, Public Speaking, Customer Service, Enthusiasm, Spanish	
<b>Experience</b>	<b>Innovative Routines International</b> , Melbourne, FL <i>Business Development Co-Op/Intern</i>	May 2021 – Present
	<ul style="list-style-type: none"><li>• Review new plans and services for upcoming productions</li><li>• Provide clerical and administrative support</li><li>• Compiled and presented business report regarding customer support service</li></ul>	
	<b>Cracker Barrel Old Country Store</b> , Viera, FL <i>Hostess</i>	June 2018 – May 2019
	<ul style="list-style-type: none"><li>• Organize and prioritize nightly reservations to accommodate customers</li><li>• Maintained professionalism in a dynamic, fast-paced environment</li><li>• Ensured dining room met safety and cleanliness regulations and standards with regular walk-throughs</li></ul>	
<b>Projects</b>	<b>Florida Institute of Technology</b> , Melbourne, FL <i>X-Culture Project</i>	Spring 2021
	<ul style="list-style-type: none"><li>• Collaborated with international virtual team to develop expansion and marketing strategies for an existing company</li><li>• Determined relationship of performance of students to class size utilizing MS Access database</li><li>• Received <a href="#">Global Collaboration Experience Certificate</a> at project completion</li></ul>	
	<i>Business Plan Project</i>	Fall 2020
	<ul style="list-style-type: none"><li>• Researched viable new business opportunities</li><li>• Analyzed regional marketability of proposed business entity</li><li>• Estimated start-up and maintenance costs including facilities, labor, advertising, and materials</li><li>• Documented business plan and presented to local business leaders</li></ul>	
	<i>Startup Company Market Research Project</i>	Fall 2020
	<ul style="list-style-type: none"><li>• Generated market analysis for startup company covering 4-year span</li><li>• Discussed market environment and TAM, SAM, and SOM</li></ul>	
<b>Honors</b>	Dean's List (Fall 2020, Spring 2021) Delta Mu Delta (DMD)	
<b>Co-curricular Activities</b>	Society of Performance Management – <i>Vice Chair</i> American Red Cross Volunteer Florida Institute of Technology Swimming	