

Your Name

Melbourne, FL 32901 | name2014@my.fit.edu | 321-555-1212 | LinkedIn URL

Education	Florida Institute of Technology , Melbourne, FL Bachelor of Science in Business Administration - Management, GPA: 3.5	Dec 20XX
Certification	Global Collaboration Experience Certificate	
Skills	Technical Writing, Database Research, Data Analysis, MS Office including Access, Photoshop, Public Speaking, Customer Service, Enthusiasm, Spanish	
Experience	Innovative Routines International , Melbourne, FL <i>Business Development Co-Op/Intern</i>	May 2023 – Present
	<ul style="list-style-type: none">Review new plans and services for upcoming productionsProvide clerical and administrative supportCompiled and presented business report regarding customer support service	
	Cracker Barrel Old Country Store , Viera, FL <i>Hostess</i>	June 2021 – May 2022
	<ul style="list-style-type: none">Organize and prioritize nightly reservations to accommodate customersMaintained professionalism in a dynamic, fast-paced environmentEnsured dining room met safety and cleanliness regulations and standards with regular walk-throughs	
Projects	Florida Institute of Technology , Melbourne, FL <i>X-Culture Project</i>	Spring 2022
	<ul style="list-style-type: none">Collaborated with international virtual team to develop expansion and marketing strategies for an existing companyDetermined relationship of performance of students to class size utilizing MS Access databaseReceived Global Collaboration Experience Certificate at project completion	
	<i>Business Plan Project</i>	Fall 2021
	<ul style="list-style-type: none">Researched viable new business opportunitiesAnalyzed regional marketability of proposed business entityEstimated start-up and maintenance costs including facilities, labor, advertising, and materialsDocumented business plan and presented to local business leaders	
	<i>Startup Company Market Research Project</i>	F all 2021
	<ul style="list-style-type: none">Generated market analysis for startup company covering 4-year spanDiscussed market environment and TAM, SAM, and SOM	
Honors	Dean's List Delta Mu Delta (DMD)	
Co-curricular Activities	Society of Performance Management – <i>Vice Chair</i> American Red Cross Volunteer Florida Institute of Technology Swimming	