**Student Name** e-mail: studentname@gmail.com

*678 Business Road | Doylestown | PA | 18901| telephone: 267-xxx-xxxx*

**Education:** DELAWARE VALLEY COLLEGE, Doylestown, PA

***Bachelor of Science Degree, Business Administration***

***Specialization: General Business Administration***

***Graduation: May 2010* Cumulative GPA: 3.7**

Dean’s List: Fall 2006, Spring/Fall 2007, Spring/Fall 2008, Spring 2009

**Internship**

**Experience:** TILLEY FIRE EQUIPMENT COMPANY, Doylestown, PA May 2009-August 2009

**Assistant Analyst**

* Researched, proposed, and presented format for updating company website, now under development.
* Gathered, evaluated, and organized data regarding field service technicians’ productivity; analyzed and presented findings using Excel and Word.
* Provided senior management with decision making information to streamline workflow and increase revenue

**Related**

**Experience:** SCALETRON INDUSTRIES LTD., Plumsteadville, PA June 2005-Present

**Electronic Assembler**

* Construct, wire, and assemble electronic digital, hydraulic, and mechanical scales as industry leader of corrosion resistant technology, used in treatment of municipal and industrial water/wastewater treatment.
* Course of employment has allowed wide range of involvement in multi-step processes for entire line of company products.
* Employment has freed senior management to develop and patent new technology.

MARY KAY INCORPORATED, Doylestown, PA April 2007-Present

**Independent Beauty Consultant**

* Informing, advising, and selling beauty products as part of a 1.8 million global sales force in over 35 worldwide markets producing $2.4 billion in wholesale sales a year.
* Managed this entrepreneurial endeavor while maintaining full-time academic standing and other part time employment.

**Honors:** Member,International Honor Society

* Phi Theta Kappa-Phi Xi Chapter, Inducted November 2007
* Kappa Beta Delta, Inducted November 2007

**Skills:** Microsoft Excel, PowerPoint, Word, Outlook

SWOT Analysis

Marketing, business and workflow research

Project management and company presentation.