

Eddie Eagle

Tallahassee, FL

555-555-5555

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EDUCATION

Associate in Arts
Tallahassee State College
GPA: 3.5

Summer 2024
Tallahassee, FL

Bachelor of Arts, **Business Management**
Florida State University

Anticipated Transfer Fall 2024
Tallahassee, FL

WORK EXPERIENCE

ABC Company

Office Assistant

Tallahassee, FL
02/2023 to Present

- Attend weekly department meetings, record minutes of each meeting, and email directors meeting summaries with accurate record keeping
- Greet and assist clients, and manage appointments for company directors
- Organize files, maintain documentation, and trouble shoot client concerns within a timely manner

ABC Golf Store

Shift Lead

Tallahassee, FL
09/2022 to 02/2023

- Managed a small team of retail associates, coordinated scheduling, and assisted with training new team members
- Completed inventory orders, stocked merchandise, prepared specialty orders, and organized company documentation and shipping information
- Reconciled daily earnings for the store and provided supervisor with weekly reports of sales

LEADERSHIP EXPERIENCE

International Student Organization, Tallahassee State College

President

Tallahassee, FL
03/2023 to 08/2024

- Developed monthly meeting agendas to discuss current organization goals, events, and collaboration with the community
- Chaired a board of seven officers and encouraged communication, partnership, and support of board roles
- Managed a budget of \$2,000, coordinated fundraising efforts, and planned two large conferences

Mentorship, Big Brother Big Sisters of the Big Bend

Mentor/Big Brother

Tallahassee, FL
05/2022 to 03/2023

- Met regularly with little brother to provide guidance, motivation, and inspiration that leads to improved daily quality of life and encourages better academic performance
- Act as a responsible role model, attended activities and meetings consistently, and provided tutoring as needed
- Attended training and events through Big Brother and Big Sisters of the Big Bend

Skills

- Proficient with Microsoft Suites
- Office Management
- Budget Management
- Proficient in Adobe InDesign
- Google Docs and Analytics
- Leadership