

Suzy Q. Student

44 Lowell Street, Apt. 52 ■ Suffern, NY 10901 ■ 845-932-7395 ■ suzy.q.student@yahoo.com

Education

Nyack College, Nyack NY
Master of Business Administration – MBA
Anticipated Graduation: May 2012
Grade Point Average: 3.5 / 4.0

State College of New York Empire State College, Saratoga Springs, NY
Bachelor of Science in Business with a concentration in Marketing, May 2008
Graduated cum laude

Qualifications

Highly-motivated business professional with marketing and managerial experience pursuing Master of Business Administration to stay current with business trends. Core competencies include project management, public speaking, and leadership.

Objective Statement

Seeking managerial position in a growing business to provide leadership to diverse team of company employees and innovative ideas to help company move forward.

Professional Experience

United Postal Services, Paramus, NJ January 2010-present
Marketing Analyst

- Develop new ideas to market services to outside companies and create
- Assess current marketing models for efficiency and productivity
- Present findings to 10 administrators and marketing team of 25 during bi-weekly meetings and at semi-annual conferences
- Supervise 3 student interns and 2 professional staff members and provide feedback bi-annually for improvement

Toys R Us, West Nyack, NY July 2008 – December 2010
Store Manager

- Supervised over 20 employees, providing management, direction, and training when needed
- Managed nightly store closing, including cash register summary and locking up
- Provided service to customers during peak times

SUNY: Empire State College, Residence Life, Saratoga Springs, NY September 2006-May 2008
Resident Advisor

- Mentored over 75 freshmen and sophomore students living within residence hall
- Utilized crisis management skills to assist staff in emergency situations
- Served as a student representative on judicial board to hear cases on serious violations
- Developed programs to meet social needs of residents within building

Skills

Proficient in Microsoft Word, Excel, Publisher, and Outlook
Skilled with Photoshop, Java, and Quickbooks
Bilingual in English and Spanish