**BECKY BUSINESS**

Bowling Green, KY 42101| BeckyB@wku.edu | (270) 555-4321 | linkedin.com/in/becky-business

**EDUCATION**

**Western Kentucky University** Bowling Green, KY

*Bachelor of Business Administration, Marketing* | *Minor, Spanish* May 2024

HOPE Scholarship, Presidential Scholar (2 Semesters), Dean’s List (2 Semesters)

**Kentucky State University** Frankfort, KY

*Core Curriculum*August 2020 - May 2021

**SKILLS**

**Language**: Spanish (Conversational and Proficient in Writing)

**Technical**:Bloomberg Terminal, Microsoft Office Suite, Microsoft Access (Basic)

**RELEVANT EXPERIENCE**

**Kentucky Department of Labor** Bowling Green, KY

*Marketing Intern* May 2021 - July 2022

* Screened over 40 applicants per day for appropriate job qualifications
* Retrieved unemployment claims and collected customer information for daily logs
* Evaluated marketing strategy by examining cost and markup factors

**American Red Cross, Fundraising Committee** Bowling Green, KY

*Chairman of Advertising/Public Relations* January 2022 - May 2022

* Supervised a 6-member committee by delegating to members’ strengths
* Provided outreach to various media outlets, which led to first-time coverage from 4 outlets
* Wrote press releases and secured media publicity through radio, paper, and online sources

**Altria** Bowling Green, KY

*WKU Intern for a Day Program* November 2021

* Attended company-wide sales pitch brainstorming sessions
* Shadowed 6 customer product calls, all of which resulted in successful sales to clients
* Conducted informational interviews with the CEO and Vice President of Sales and Marketing

**CUSTOMER SERVICE EXPERIENCE**

**Olive Garden** Bowling Green, KY

*Server* August 2021 - Present

* Provide excellent customer service to 50+ patrons per shift in a fast-paced environment
* Demonstrate keen attention to detail by managing financial transactions up to $2,000
* Train 5+ new employees each month on business operations and offer constructive feedback

**The Body Shop** Bowling Green, KY

*Assistant Store Manager* August 2020 - December 2020

* Exceeded $2,500 weekly sales quota by 10% and targeted customer behavior to increase sales
* Handled amounts exceeding $5,000 daily while maintaining accurate balances and deposits
* Regularly assigned and supervised duties of 6 employees
* Conducted opening and closing procedures, such as product inventory and store cleaning

**CAMPUS & COMMUNITY INVOLVEMENT**

**ESOL Service Learning**, *Tutor* August 2022 - Present

* Instruct 10+ students, ages 6-8, in English learning during an after-school program

**Habitat for Humanity**, *Thrift Store* *Volunteer* August 2021 - Present

* Organize and restock donations to sell discount furniture, building supplies, home decor, and appliances

**Infusion Magazine**,*Assistant to Financial Director* August 2021 - August 2022

* Supported a multi-cultural magazine about issues related to minority student opinions with 55+ contributors

**Partners for a Prosperous Athens**, *Transportation Committee Member* August 2021 - January 2022

* Fundraised for the development of a regional, multi-modal transportation system to address community poverty