JANE DOE

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EDUCATION

Public University, Bachelor of Science in Economics Expected May 2027

GPA: 3.78/4.00 | Coursework: statistics, accounting, data analysis, business communication

SKILLS

Tools: Excel, PowerPoint, Google Sheets, SQL basics, survey tools

Analysis: market research, data cleaning, charting, summary memos

Professional: customer communication, meeting notes, scheduling, teamwork

PROJECTS

Retail Pricing Project

- Compared pricing, margin, and competitor positioning across 30 SKUs and presented recommendation deck for a simulated category manager.

Campus Survey Analysis

- Collected and cleaned 420 survey responses, summarized satisfaction drivers, and visualized trends for student leadership review.

EXPERIENCE

Campus Department

Student Assistant Sep 2024 - Present

- Respond to student and faculty requests, schedule appointments, maintain records, and prepare weekly updates for department staff.
- Improved shared tracker format so status, owner, and next step were visible without follow-up messages.
- Trained 3 new student assistants on front-desk procedures, calendar updates, and documentation expectations.

LEADERSHIP

Business Association

Events Coordinator Sep 2025 - Present

- Coordinated speaker logistics, promotion, and registration for 6 career events averaging 75 attendees.