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## Profile

Recent graduate with strong skills in reviewing business operations and identifying opportunities for optimizing business processes. Experience working as a member of a team and using excellent communication and leadership skills to produce results.

## Key Skills

- Ability to collaborate with a wide range of stakeholders to develop and implement business solutions
- Ability to translate business needs into technology solutions
- Excellent written and communication skills
- Experience working with Excel statistics and database software
- Experienced in producing high-level documentation of business requirements

## Education

### **Bachelor of Business Administration**

*The City University of New York – Baruch College, New York, NY, 2019*

## Professional Experience

### **Manager, University Book Store, New York, NY**

*September 2017 – June 2019*

- Identified areas for improvement and implement efficient solutions leading to labor-cost savings and 22% revenue growth
- Revised purchase ordering processes, helping to minimize overstock
- Led teams to deliver business objectives

### **Professional Internship, TDK Consulting, New York, NY**

*June 2018 – August 2018*

- Assisted in analyzing new software solutions and the feasibility of making enhancements to existing programs
- Assisted in translating business requirements into workflow models and technical specifications
- Tracked and documented errors and changes to help ensure software solutions meet user needs