

Andre Anderson

123 Top Street, Houston, TX 77017 a.anderson@email.com (123) 456-7890

Skilled organizer and recent business management graduate who has on-the-job training through internships. High in emotional intelligence and communication ability, allowing for seamless interactions with others. Able to combine people skills, big-picture thinking and a detail-oriented day-to-day approach to manage effectively.

Education

Master of Business Management

Dallas Business University, Dallas, TX
September 2018 - June 2020

Named "Graduate Student of the Year" in the Business Management program

Coursework completed:

- Financial Management
- Business Ethics
- Corporate Governance
- Operations Management

Bachelor of Science in Business Management

Houston Institute Of Business, Houston, TX
September 2014 - June 2018

Participated in the school's Business Leaders of Tomorrow program

Coursework completed:

- Business Analytics
- Management Essentials
- Strategy Execution

Key Skills

- Collaborative problem-solving
- Microsoft Office, including Excel
- Budget and schedule planning and analysis
- SMART goal-setting framework
- Stakeholder analysis and communication

Professional Experience

Management Intern

ACE Construction, Houston, TX | June 2020 - September 2020

- Coordinated meetings between stakeholders and appropriate construction personnel
- Researched and reported on events that posed potential scheduling problems, such as foul weather
- Checked purchase orders against supply deliveries to ensure the construction team was properly stocked
- Maintained database on workers' schedules and absences

Business Operations Intern

Houston Nanotech, Houston, TX | June 2018 - September 2019

- Shadowed a mid level managerial professional for 12 weeks
- Helped with reviewing schedules to catch red flags and opportunities for improvement
- Performed a process review to cut down on meeting inefficiencies
- Completed the organization's in-house management onboarding program