

Toolkit: International Business

Resume Sample

LU Rambler Name

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Competitive and resourceful International Business major. Passionate about building business experience and knowledge and committed to delivering exceptional results. Skilled at cross-cultural communication and problem solving. Determined, driven to perform, and motivated to succeed.

Core Skills & Competencies

Critical Thinker | Relationship Building | Project Management | Leadership Skills
Customer Service | Presentations & Public Speaking | Microsoft Office Suite | Google Workspace
Fluent in Italian | Conversational Spanish

Education

Loyola University Chicago, Quinlan School of Business Expected Graduation: May 2024
Bachelor Business Administration, International Business GPA: 3.8/4.0
Recipient of Presidential Scholarship Dean's List: Spring & Fall 2021 & Spring 2022

Work Experience

Junior Consultant – ABC International – Rome, Italy June 2022 – August 2022

- Refined Italian language skills by assisting the company with Italian to English translations for presentations and documents for clients
- Learned about the phases of consultancy, improved skills with business technologies, and assisted in the development and execution of training courses for clients

Retail Associate – Fabric & Décor Retailer – Chicago, IL August 2021 - December 2021

- Gained valuable supply chain management and inventory management skills. Used company equipment to move and organize inventory
- Met with management team two times a week to review and discuss company objectives and upcoming projects
- Refined multitasking skills by balancing customer service with task management

Attendant/Detailer – XYZ Car Wash – Chicago, IL January 2020 - March 2021

- Delivered outstanding customer service while working with a variety of clients in a fast-paced environment
- Built time management skills by addressing both customer needs and management requests
- Scheduled 10-15 details each week after being promoted to part-time detailer

Professional Associations & Programs

International Business Society – Loyola University Chicago September 2021 - Present
Envision Business Program – Stanford University Summer 2022

Pro Tips

- Best Fonts: Georgia, Garamond, Ariel, Helvetica, Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate for college students and recent graduates

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Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Show how your top three strengths align with this work.
- What makes you a good fit for our company?
- Tell me a time when you did not meet a deadline. How did you resolve the situation?
- Please share a time when you had to extract information from a database to make a data informed decision? If you do not have experience with any databases then share in general about your data analysis experience.
- Tell me about your experience on multi-national or cross-cultural teams?
- Please share about your experience with diversity, equity and inclusion efforts in a team setting.
- Please share about any experience you may have with researching or exposure to emerging global markets.
- Please share a time when you had to represent a company or student organization. How did you uphold the company or group brand?
- What do you think the assets are of a multi-cultural team? Share an experience you have had on a multi-cultural team where the final product was enhanced as a result of diverse viewpoints.
- Please share a time when you had to make a difficult decision. What was the approach you used to determine the best action plan?
- What experience do you have with company or team communication? Please share about a time when you had to communicate across a variety of stakeholders with diverse needs. How did you ensure all parties were engaged?
- How do you think working in a U.S. context is different than other work cultures? What are some of your preferred work and communication styles?
- Please share about a time when you resolved an issue with a coworker. How did you resolve it, and were you able to identify the source of conflict?
- Please tell us a time when you were successful with a project management experience. What made you successful?

Professional Associations and Resources

- Center for International Business
- International Trade Association of Greater Chicago
- International Association of Business Communicators
- World Trade Organization
- International Chamber of Commerce
- Alliance of International Business Associations
- Federation of International Trade Associations
- GoinGlobal
- International Executives Associations
- International Business Organization
- World Technology Network
- Chicago Council of Global Affairs
- Global Business Travel Association
- Business Council for International Understanding
- Middle East Economic Association

Skills

- Client Presentations and Public Speaking
- Project Management
- Market Research
- Cross-Cultural Marketing Analysis
- Data Analysis and Application
- Database Management
- Contract Negotiation
- Ethical Leadership and Stakeholder Management
- Cross-Cultural Team Communication
- Global Markets Comparative Analysis
- Content Creation
- Strategic Planning
- Business Analysis
- Microsoft Office Suite: Excel - Pivot Tables, Modeling, VLOOKUP
- Google Analytics
- Asana, Trello, or other Project Management tools
- Slack and other Team Communication Programs

