

Toolkit: Management

Resume Sample

LU Rambler Name

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Creative and globally-minded management major with experience in sales and marketing. Advanced skills in building relationships and understanding customer needs. Experienced in customer outreach and collaborating effectively with internal and external stakeholders.

CORE SKILLS & COMPETENCIES

Sales & Leadership Skills | Client Presentation and Public Speaking | Project Management
Business Development | Microsoft Office Suite | Google Analytics | Google Workspace
Salesforce | Trilingual (English, Spanish & Italian)

EDUCATION

Loyola University Chicago, Quinlan School of Business
Bachelor Business Administration, Management
Recipient of Dean's Scholarship

Expected Graduation: May 2024
GPA: 3.7/4.0
Dean's List: Fall 2021 & Spring 2022

WORK EXPERIENCE

Marketing Intern – ABC Inc. – Chicago, IL June 2022 – August 2022

- Supported accelerated marketing growth and success as a member of the Marketing Lab at a Fortune 500 company
- Managed and supervised the ABC Marketing Lab website, making it easier for internal marketing team members to access the marketing resources they need

Business Operations Intern – XYZ Online Retailer – Chicago, IL June 2021 – August 2021

- Managed a team of over 40 employees with a focus on maximizing productivity and improving customer/employee satisfaction
- Created and executed a plan to improve the efficiency of station staffing as a final internship project

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 simultaneously addressing customer needs and management requests
- Assisted with the scheduling of detail services after being promoted to part-time detailer

EXTRACURRICULAR ACTIVITIES

Volunteer – Lakeview Food Pantry – Chicago, IL September 2021 – Present

Member – Spanish Club – Loyola University Chicago September 2021 – Present

Insight Series Marketing Division – Goldman Sachs – Chicago, IL May 2022 – June 2022

- Selected from over 10,000 applicants to join Goldman Sachs' elite undergraduate summer program designed to prepare high-achievers for future career opportunities at Goldman Sachs

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.
- Please share how your management degree will enhance your performance as an employee?
- What is your leadership style like with colleagues and teammates?
- Tell me about a time that you had to overcome a setback that caused you to deliver a project late? How did you handle the situation?
- What do you think is one of the greatest challenges facing remote teams today? Have you worked with a remote team before and how did you ensure positive communication?
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- What does organizational culture mean to you and why is it important to a company?
- Can you share about what kind of work culture you thrive in?
- Tell me about a time you had to deal with a team member who constantly opposed your ideas. How did you handle it?
- Describe a time when your team managed to achieve ambitious goals you set. How did you support and motivate them?
- Describe a project you successfully managed end-to-end. What challenges did you face and what did you do to overcome them?
- Talk about the time you led a meeting. How did you prepare for it? Are there any meeting tools or structures you like to use?
- Please share about your approach to customer service and client management. Please share a real example from your experience that demonstrate your approach.
- Please share a time when you had to lead yourself and colleagues through a change management process. What were the steps you took and how did you ensure a positive team culture amidst the change?
- How do you hope to grow as a professional in the next 2-5 years?

Professional Associations and Resources

- American Management Association (AMA)
- American Production and Inventory Control Society (APICS)
- Distributive Education Clubs of America (DECA)
- Entrepreneurs' Organization (EO)
- Association of Management Training
- National Association of Women Business Owners
- American Business Women's Association

Skills

- Project Management
- Budgeting and Scheduling
- Project Control
- Risk Management
- Key Performance Indicators (KPIs)
- Proficiency with Microsoft Office, Google Workspace and any relevant industry-specific programs
- Business Recruiting
- Performance Management
- Team Development
- Design Thinking
- Reporting and Data Analysis
- Strategic Decision Making
- Conflict Resolution and Mediation
- Team Project Management Tools such as Slack, Trello or Asana
- Cross-Cultural Competency
- Client Presentations and Public Speaking
- VLOOKUP
- Pivot Tables
- Program Management

