

Toolkit: International Business

Resume Sample

LU Rambler

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PROFILE

Self-aware, multilingual business student able to adapt quickly in environments of change. A globally minded leader, experienced working on multi-cultural teams to leverage the strengths of all team members. Excels in systems thinking, process improvement and cross-cultural team communication.

CORE COMPETENCIES & SKILLS

Cultural Research and Economic Analysis | Client Presentation and Public Speaking | Project Management
Data Visualization | Social Media Platform Tools (Hootsuite) | Vietnamese- Fluent, Portuguese- Proficient
Microsoft Office Suite: Excel - Pivot Tables, VLOOKUP, Index/Match

EDUCATION

Loyola University Chicago Quinlan School of Business Chicago, IL
Bachelor of Business Administration in International Business Expected May 2023 GPA: 3.8/4.0

Relevant Coursework: Principles of Economics, Global Employment Relations, Business Statistics, Politics of International Economic Relations, International Management

PROFESSIONAL EXPERIENCE

Global Comparisons, Inc. Chicago, IL
Process Improvement Intern June 2022 – September 2022

- Measured the effectiveness of process improvement plans, analyzed trends using Excel & data models
- Contributed to the creation, enhancement and implementation of new process improvement plans
- Consulted with 5 divisions about 20 different office systems and procedures to increase clarity
- Assisted, organized and scheduled internal and external meetings to ensure timely project execution

INTERNATIONAL EXPERIENCE

Small Business Inc., Loyola Study Abroad Project Lisbon, Portugal
Research Intern September 2021 – December 2021

- Partnered with local small businesses to create business plans and consider market opportunities
- Developed relationships with strategic community partners to analyze assets and challenges
- Communicated with business owners about workshops and events to enhance their business

LEADERSHIP & VOLUNTEER EXPERIENCE

Loyola University Chicago Chicago, IL
Volunteer, Study Abroad Office October 2019 – Present

- Represent the Study Abroad Office to over 200 students weekly by providing exceptional customer service to drop-in, phone and email communications
- Responsible for creating accurate social media posts via Twitter, Facebook, and LinkedIn, resulting in 8% increased content engagement for the office
- Contribute to the Go Global Blog with monthly features of current students studying abroad, demonstrate department values of community, integrity and ethical leadership

PROFESSIONAL ASSOCIATIONS

International Business Society Chicago, IL
Loyola University Student Chapter Member October 2019 – Present

Pro Tips

- Best fonts:
Ariel, Calibri,
Helvetica,
Garamond,
Georgia
- Your physical
address is no
longer
needed, city
and state is
sufficient
- Avoid using
first person
pronouns
- Send as a PDF
unless
requested in
another
format saved
"Your Name -
Resume"
- One page is
considered
appropriate
for 1-10 years
of experience

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Sample Interview Questions

- Tell me about yourself.
- How has your degree uniquely prepared you for our company?
- 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? And what is your experience working remotely?
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- Please share about any experience you may have with researching 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.
- What factors should a company consider when comparing global economies?
- 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?
- How can companies compete in diverse global markets?
- What experience do you have with cross-cultural communication and conflict resolution?
- 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 in this experience?

Professional Resources and Associations

- 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 Presentation and Public Speaking
- Project Management
- Emerging Markets 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
- Financial Analysis
- Microsoft Office Suite: Excel - Pivot Tables, Modeling, VLOOKUP
- Google Analytics
- Asana, Trello, or other dashboard tools
- Slack and Team Communication Programs

