

Toolkit: Dual Degree

Sample Resume

LU Rambler

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PROFILE

Innovative bilingual business student able to adapt quickly in environments of change. A globally minded leader, experienced in working on multi-cultural teams to leverage the strengths of all team members. Excels in systems thinking, process improvement and operations management.

CORE COMPETENCIES & SKILLS

Content Management and Editing | Client Presentation and Public Speaking | Project Management
Data Analysis | Social Media Platform Tools (Hootsuite) | Marketing Campaign Tools (MailChimp)
Microsoft Office Suite: Excel - Pivot Tables, VLOOKUP, Index/Match | Spanish - Fluent

EDUCATION

Loyola University Chicago, Quinlan School of Business
Bachelor of Business Administration, U.S./Europe Double Degree

Chicago, IL
Expected 2022, GPA: 3.85

Universidad Loyola Andalucía
Bachelor of Business Administration, U.S./Europe Double Degree

Cordoba, Spain
Expected May 2022

Relevant Coursework: Global Microeconomics, Business Ethics, Information Systems and Data Analytics

PROFESSIONAL EXPERIENCE

International Marketing Concepts, Inc.
Process Improvement Intern

Madrid, Spain
June 2019 – September 2019

- Measured the effectiveness of process improvement plans by analyzing trends using Excel and data modeling
- Contributed to the creation, enhancement and implementation of new process improvement plans
- Assisted, organized and scheduled internal and external meetings to ensure project deadlines were met

Windy City Grill
Server

Chicago, IL
May 2016 – May 2018 (seasonal)

- Served an average of 50 customers a day, delivered orders while maintaining strong customer service and quick table turnover to increase business revenue
- Managed daily cash receipts averaging approximately \$1,000 in gratuities, determined appropriate share levels with other staff members and divided gratuities equitably

LEADERSHIP & VOLUNTEER EXPERIENCE

Loyola University Chicago, Study Abroad Office
Student Volunteer

Chicago, IL
October 2018 – 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, Loyola University Student Chapter Member

October 2018 – Present

*Note - You may indicate that your GPA is influenced by a European scale if desired.
See a career coach to discuss in depth.

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 about 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? What is your experience working remotely?
- Please share about any experience you may have with financial forecasting.
- Please share a time when you had to represent a company.
- What systems do you use to stay organized? How do you manage a situation when you are responsible for big picture as well as small details?
- 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 from 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 had to resolve 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?

Skills

- Client Presentation and Public Speaking
- Project Management
- Data Analysis and Application
- Database Management
- Ethical Leadership and Stakeholder Management
- Cross-Cultural Team Communication
- 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

Professional Associations and Resources

- International Trade Association of Greater Chicago
- International Association of Business Communications
- Alliance of International Business Associations
- Chicago Council of Global Affairs
- Global Business Travel Association
- Myvisajobs.com
- GoinGlobal.com

