

Toolkit: Entrepreneurship

Sample Resume

LU Rambler

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PROFILE

Adaptable and curious business professional who thrives in situations that require thoughtful risk analysis and a decisive approach. Relentless determination toward excellence and integrity in all work products. Excels in financial forecasting and scaling, business strategy and process improvement.

CORE COMPETENCIES & SKILLS

Contract Negotiations | Client Presentation and Public Speaking | Project Management | Data Analysis
Financial Decision Making and Break-Even Analysis | Growth mindset | Process Improvement
Microsoft Office Suite: Excel - Pivot Tables, VLOOKUP, Index/Match

EDUCATION

Loyola University Chicago, Quinlan School of Business Chicago, IL
Bachelor of Business Administration in Entrepreneurship Expected May 2022, GPA 3.85

Relevant Coursework: Intellectual Property and Commercialization, Introductory Accounting II, Managing People and Organizations, Business Ethics

PROFESSIONAL EXPERIENCE

Start Now, Inc. Chicago, IL
Business Development Intern June 2020 – Present

- Develop 40 new customer relationships, represent company brand, and create proposals for new engagements resulting in 70% conversion rate
- Contribute to the creation and implementation of new process improvement plans
- Provide quarterly reviews to 20 business owners, consulted on financial and market strategies

Windy City Cafe Chicago, IL
Barista May 2018 – May 2019 (seasonal)

- Remembered customer names and favorite orders, enhanced the customer experience with a high level of customization and detail
- 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 Chicago, IL
Ignite Labs, Team Member October 2019 – Present

- Facilitate partnership meetings for approximately 100 students and mentors to foster entrepreneurial connections and idea innovation

PROFESSIONAL ASSOCIATIONS

Young Entrepreneurs Council, Member September 2019 – Present
National Association of Women Business Owners, 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

- Share about your experience in product or service development. What was the approach you utilized with your team?
- Do you consider yourself an entrepreneur? If so, what does this mean to you?
- What does it mean to bring an entrepreneurial spirit to your work? Please share a time when you have done this.
- What are your motivations and ambitions for this work?
- Who are the clients/what are the projects that you most enjoy working on? If you do not yet have experience, share about client projects you accomplished while in school.
- Please share a time you experienced failure. How did you cope and how did you recover?
- Please share a time when you managed multiple deadlines and expectations at once.
- How much oversight/interaction do you like to have from your manager when working on a project?
- How do you like to receive feedback? How do you like to give feedback?
- Do you have experience working on remote/online teams? What do you think the challenges of working remotely are, and how would you handle them?
- If you needed feedback from a remote team member right away but they weren't responsive, what would your next step be?
- If you're a freelancer with multiple clients, tell me about how you balance deadlines and priorities across different teams.
- Tell me about a time when you successfully led a project. Who did you work with? What were the challenges? What was the outcome?
- How have you leveraged technology to be more efficient with your work?
- What is one world problem you would solve if you had unlimited resources? How would you bring that same kind of determination to our team?

Skills

- Financial Forecasting and Analysis
- High Performance Team Leadership and Collaboration
- Cultural Competency and Communication
- Business Development and Close of Sale
- Client Communication and Onboarding
- Risk Management
- Pro Forma Statements
- Sales Forecasts
- Break-Even Analysis
- Continuous Quality Improvement
- Growth Mindset
- Negotiations and Contracts
- Strategic Business Planning
- Project Management
- Brand and Company Story-Telling
- Product Development
- Lean Startup Theory
- Design Thinking
- Systems Thinking
- Customer Acquisition

Professional Associations and Resources

- BuiltIn Chicago
- Chicago Inno
- Crain's Chicago Business
- Bootstrapping in America
- Technori
- 1871
- Angelist
- Future Founders (On-Campus)
- Small Business Development Centers
- SCORE
- Meetup.com
- Illinois Technology Association
- Loyola Limited (On-Campus)
- Women Tech Founders
- Ms Tech
- EvolveHER
- Ignite Lab (On-Campus)
- Women in Tech
- Blue1647
- General Assembly
- Victory Lap
- Eventbrite

