

# Toolkit: International Business

## Resume Sample

### LU Rambler

Chicago, IL · [Lu.Rambler@luc.edu](mailto:Lu.Rambler@luc.edu) · 312-555-5555 · [www.linkedin.com/pub/LU.Rambler](http://www.linkedin.com/pub/LU.Rambler)

#### 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 2022 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 2020 – September 2020

- 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 2020–December 2020

- 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: Georgia, Garamond, Ariel, Helvetica, Calibri
- 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 where 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 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 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?

## 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

