

First Name Last Name

Street Address | City, State Zipcode | Phone | Email

OBJECTIVE:

Current college student studying Technology Business and Management, who is solution-oriented and adept at communicating both technical and business concepts to a broad audience, seeking an entry-level job to gain experience within the technology industry.

SKILLS SUMMARY:

- Able to communicate clearly and persuasively about both business and technical topics
- Demonstrated ability to collaboratively develop a technical idea into a business plan
- Experienced in applying marketing principles to promote products and services
- Trained to apply corporate responsibility and ethics to support sound decisions
- Versed in financial concepts and techniques to analyze business proposals
- Demonstrated excellence in customer service
- Bilingual in both English and Spanish, spoken and written

EDUCATION:

Benjamin Franklin Institute Technology

Boston, MA

Candidate for Associate Degree in Technology Business & Management

May 2016

Significant Coursework Includes:

- Financial Management of Technical Enterprises
- Entrepreneurship
- Intro to Marketing
- Business Applications
- Manufacturing Business Practices
- Principles of Accounting
- Intro to Business
- CAD with SolidWorks™
- Intro to Electromechanical Systems
- Intro to HR
- Intro to Operating Systems
- Technical Communications

EXPERIENCE:

Best Buy

Boston, MA

Customer Service Specialist

Summer 2015

- Provided friendly and efficient processing of all customer transactions in a high volume environment
- Developed strong relationships with customers by becoming a trusted advisor and partner in assisting them make technology more functional in their lives
- Collaborated with Geek Squad to help answer questions and resolved customer issues

Boys and Girls Club of Roxbury

Roxbury, MA

Junior Staff Counselor

Summer 2014

- Supervised children, ages 6-14, while they participated in activities at the club
- Organized stimulating hands-on activities that kept the children engaged and enthused daily
- Facilitated educational workshops to enhance child experience and education
- Helped serve lunch for children during appropriate break time

State Street Corporation

Boston, MA

Mailroom Intern

Summer 2013

- Processed mail for internal and external delivery
- Sorted and delivered mailed to employees
- Assisted employees with various tasks, as needed

INVOLVEMENT:

Franklin Honor Society—Member

Jan 2015 – present

Campus Activities Board—Associate

Sep 2014 – May 2015