

MARGO JOHNSON

410.xxx.xxxx • Mjohnson@stevenson.edu

SUMMARY:

Two years' experience providing excellent customer service in a fast-paced environment. Creative and resourceful in generating new ideas and solving problems. Able to juggle many tasks while meeting strict deadlines. Demonstrated leadership and motivational skills. Collaborative team-player with proven ability to initiate plans, make decisions, and inspire others.

EDUCATION:

Stevenson University, Owings Mills, MD

Bachelor of Science, Business Administration (GPA 3.5/4.0), May 20xx

RELEVANT COURSEWORK:

- Accounting I & II
- Entrepreneurial Development
- Marketing Strategies
- Business Math
- Public Speaking
- Business Writing

SPECIAL COURSE PROJECT EXPERIENCE:

Business Plan and Analysis Course - Entrepreneurial Development, October 20xx

- Lead a team of six students and coordinated meeting times to complete the project
- Developed a new fictional company, conducted feasibility analysis, designed a marketing plan and marketing research strategies, and alternative sources for securing start-up capital

COMPUTER SKILLS:

Microsoft Excel, PowerPoint, Access

LEADERSHIP EXPERIENCE:

Vice President, Student Government Association, Stevenson University, Stevenson, MD, May 20xx - Present

- Facilitated policy changes and resolutions through meetings with university administrators
- Coordinated and planned campus events for more than 100 students throughout the semester
- Raised and allocated organizational funds (successfully increased club funds by 50% in one semester)

President, Accounting Association, Stevenson University, Stevenson, MD, May 20xx – May 20xx

- Tutored accounting and finance students and provided learning strategies for difficult concepts
- Developed a new accounting fair campaign, successfully increasing fair attendance by 20%
- Chaired special committees that brainstormed new ideas for events and increased membership

Secretary, Undergraduate Finance Association, Stevenson University, Stevenson, MD, May 20xx – January 20xx

- Developed new association policies and procedures
- Advanced communications between members and administrators through creation of listserve
- Provided a structure for each meeting, and ensured that all points were addressed

SPECIAL AWARDS & HONORS:

Best Student Award, Stevenson University, Stevenson, MD, May 20xx

Alpha Chi Honor Society, Stevenson University, Stevenson, MD, January 20xx

WORK EXPERIENCE:

Server, Johnny Rockets Restaurant, Baltimore, MD May 20xx – June 20xx

- Communicated with guests to better meet their needs and provided excellent customer service
- Advised customers on daily specials and recommended certain options when needed
- Operated the cash register and point-of-sale equipment