

Cassandra Doe

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CAREER OBJECTIVE

Seeking a position where I can apply my leadership, management, marketing, and interpersonal skills in an international business environment.

EDUCATION

University of Dayton, Dayton, OH Graduation: May 20xx

Bachelor of Science in Business Administration

International Business and Leadership/Management

- Study Abroad Program in Costa Rica June-August 20xx

RELATED EXPERIENCE

Bello, Gallardo, Morales, y Tsuru, S.C, Mexico City, Mexico Summer 20xx

Human Resources Intern

- Researched Mexican law to assist management in creating the first Employee Handbook
- Developed a "How to" Guide for employee training sessions in English and Spanish
- Translated client documents from Spanish to English

Pi Kappa Alpha Fraternity, Dayton, OH Jan. – May 20xx

President (promoted from Vice President Aug. 20xx)

- Manage recruitment, expense reports, and dealing with national fraternity
- Lead weekly chapter meetings(85 members) and Executive Board Meetings
- Participate in national leadership summit

Latin American Service Trip, Guatemala March 20xx

Mentor/Instructor

- Mentored Students at local school, led language seminars and helped build houses

Learning Enhancement & Academic Development Office, Dayton, OH Sept. – May 20xx

Study Group Leader/Tutor

- Led study groups to help students with homework assignments and test preparation
- Trained new leaders and acted as liaison between professors and group leaders

University of Dayton Admissions Office, Dayton, OH August – May 20xx

Telecounseling Supervisor

- Distributed information about UD to prospective students through campus tours, discussions, and informal meetings
- Supervised telecounselor workflow and activities, prepared schedules, maintained attendance, and prepared management reports

ACTIVITIES

- International Honor Society of Beta Gamma Sigma, 20xx
- Christmas On Campus Participant, 20xx