**Management**

# **General Grizzly**

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## Education

Georgia Gwinnett College Lawrenceville, GA

School of Business, AACSB Accredited

**Bachelor of Business Administration in Management May 20XX**

**Relevant Courses**

Statistical Analysis, Business Communications, Management Information Systems, Global Business, Quantitative Analysis, Essentials of Leadership, Project Management, Leading Organizational Change, Management of Non-Profit Organizations, Leadership in 21st Century Organizations

## Project Experience

Management Service Learning Project

Georgia Gwinnett College, Lawrenceville, GA **Fall 20XX**

* Collaborated with team of 5 members to raise funds for a non-profit organization
* Raised 5000.00 for community organization in 5 months

## Professional Experience

**Human Resources Intern March 20XX - July 20XX**

SunTrust Bank Atlanta, GA

* Assisted in developing a set of human resources policies for hiring seasonal workers
* Collaborated in creating a training program for seasonal workers that is still in use
* Participated in creating a communication process between all levels of management

**Sales Associate/Trainer January 20XX - March 20XX**

Bath & Body Works (Mall of Georgia) Buford, GA

* Assisted in developing the new hire training materials and program
* Created monthly business process audits for management team
* Assisted in developing a series of job descriptions for hiring seasonal workers

**Administrative Assistant (Laid off) June 20XX - January 20XX**

Jetson Incorporated Albany, GA

* Managed and maintained digital and hard copy human resources files
* Worked closely with management to develop quarterly management audits that were presented at the executive meetings
* Assisted in developing the exit interview process for seasonal and part-time employees

## Knowledge and Skills

* Bilingual- Fluent in English and Spanish
* Social Media Marketing (LinkedIn, Twitter, Snapchat, Instagram)
* Canva, Adobe Photoshop & Illustrator
* Microsoft Office Suite (PowerPoint, Excel, Word, Publisher)