

# FIRST LAST NAME

1408 SOUTH WORCHESTER HILL RD • JEFFERSON, NY 12093  
(607) 397-9541 • NAME@GMAIL.COM

## EDUCATION

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- Saint Bonaventure University**, St. Bonaventure, NY **May 20xx**  
*Master of Business Administration with a concentration in International Business*  
Cumulative GPA: 3.73/4.00
- Bachelor of Business Administration in Marketing* **May 20xx**  
Major GPA: 3.55/4.00 Cumulative GPA: 3.36/4.00  
Beta Gamma Sigma Academic Business Honor Society

## RELATED EXPERIENCE

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- AMERICAN ENTERPRISE INSTITUTE**, Washington, DC **Summer 20xx**  
**Corporate Relations/Marketing Intern**
- Researched and updated individual and corporate fundraising reports for the current and previous years according to specific industries
  - Reported on current projects in progress at weekly department meetings
  - Utilized Excel, Word, Internet Explorer and Raisers Edge Database System to extensively research and track information on donors to the institution and created well-organized reports based on findings
  - Worked in a team-oriented environment where deadlines were of essential importance.
  - Routinely handled confidential documents
  - Assisted in researching prospective target individuals, organizations, foundations, and corporations for future solicitation
- J & R MARKETING**, Syracuse, NY **Summers 20xx, 20xx**  
**Promotion Coordinator**
- Organized and led direct mail promotions at local and regional automotive dealerships
  - Conducted sales meetings, greeted and registered customers, collected demographic information, tracked and analyzed results and presented findings to dealership management

## INTERNATIONAL

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- 20XX** – Studied abroad for 6 months at Lincoln University on the South Island of New Zealand, with a student body represented by more than 60 countries
- 20XX** – Participated in a special topics course on business management in Ecuador
- 20XX** – Toured Tanzania for 3 weeks while visiting a brother serving in the Peace Corps

## ACCOLADES

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- Recipient of **President's Award for student excellence**
- Recognition by the Diocese of Rochester for **outstanding community involvement**
- Inducted into the Phi Theta Kappa International Honor Society for **academic excellence**

## VOLUNTEER

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- Canticle Farm**, an organic cooperative, Allegany, NY **20xx-present**
- Perform 15 hours of volunteer service per week in the areas of field work, construction and customer relations
- Institute for Humane Studies**, Bryn Mawr College, PA **20xx**
- Chosen to participate, from a competitive pool of international applicants, in a weeklong discussion of political and economic systems
- Boys and Girls Clubs of America**, Syracuse, NY **20xx-20xx**
- Nationally recognized for 1600 hours of volunteer service
- Warming House Soup Kitchen**, Olean, NY **20xx-20xx**