

# Melanie Blue

melanie.blue@marquette.edu

(312) 123-4567

*Campus Address*  
125 West Wisconsin Avenue  
Milwaukee, WI 12345

*Permanent Address*  
123 Main Street, Unit A  
Chicago, IL 23456

---

## EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI  
**Bachelor of Science in Business Administration**  
Majors: **Accounting** and **Finance**

May 2022  
GPA: 3.2 / 4.0

Skills: Fluent in Spanish, MarqIT (fundraising and donor management software)

## RELATED EXPERIENCE

### **Student Recruiter**

September 2019 – Present

MARQUETTE UNIVERSITY ADVANCEMENT, Milwaukee, WI

- Accurately document donations in MarqIT alumni database.
- Compile donation totals at the end of each shift.
- Utilize listening and phone communication skills while calling alumni and friends to request donations to the College of Business Administration.
- Assist in efforts that previously helped raise over \$135,000 in scholarship funds during “blitz week.”

### **Lead Cashier**

May 2019 – August 2019

WINDMILL ICE CREAM SHOPPE, Chicago, IL

- Developed weekly work schedule for 8 cashier staff. Adjusted standard shift times to maintain customer service levels and reduce payroll costs by 12 hours per week.
- Trained 3 new associates to take orders and document inventory.
- Provided excellent customer service in a friendly and fast-paced environment.

### **Lifeguard & Cashier**

May – August 2017, 2018

CHICAGO PARK DISTRICT, WASHINGTON POOL, Chicago, IL

- Supervised and monitored community swimming pool.
- Took orders and served customers quickly during busy meal times.
- Interacted with patrons, enforcing pool rules in a courteous manner.

## ACTIVITIES

### **Second Floor Representative**

September 2018 – May 2019

STRAZ TOWER RESIDENCE HALL, Marquette University

- Represented 150 residents at Residence Hall Council.
- Recruited residents to serve as guides and candy stops for local children visiting hall through HALLOWEEN program. Reached goal of 40% resident participation.

### **Math Tutor**

September 2018 – December 2018

ST. ROSE'S ELEMENTARY SCHOOL, Milwaukee, WI

## HONORS

**College of Business Administration Scholarship** (awarded for academic achievement)

**Rotary District Scholarship** (awarded for academic achievement and community involvement)