**First Last**

*Campus Address* first.last@marquette.edu *Permanent Address*

125 West Wisconsin Avenue (123) 456-7890 123 Main Street, Unit A

Milwaukee, WI 12345 Home City, State 23456

**EDUCATION**

 Marquette University, Milwaukee, WI

 **Bachelor of Science in Business Administration** May 2021

 **Major:** Accounting

 **Minor:** Philosophy

**WORK EXPERIENCE**

CHICAGO PARK DISTRICT, Chicago, IL

 **Washington Park Camp Counselor** May 2017 – August 2017

* Supervised over 20 elementary school children in free play
* Created lesson plans and activity maps to ensure daily learning objectives were met
* Coordinated weekly field trip in conjunction with the Summer Programs Manager to facilitate smooth communication between staff, counselors, and parents

**CLASS PROJECT EXPERIENCE**

 MARQUETTE UNIVERSITY BUSINESS DAY ONE, Milwaukee, WI

 **CEO, BizCafe Class Project** January 2018 – Present

* Design a strategic plan in groups on the management of a student-led coffee house
* Delegate tasks among team members; work one-on-one with peers to learn how to best capitalize on individual member’s strengths
* Generate weekly financial statements for the simulated coffee shop
* Develop interpersonal communication skills by presenting with team to coffee house stakeholders on the financial viability of the group’s plan

**ACTIVITIES**

 **Member,** MARQUETTE UNIVERSITY FINANCE CLUB August 2017 – Present

 **Member,** MARQUETTE UNIVERSITY CIRCLE K CLUB August 2017 – Present

 **Participant**, MARQUETTE UNIVERSITY HUNGAR CLEAN UP August 2017

 **Volunteer,** ST. JOHN OF THE CROSS PARISH, Western Springs, IL 2016 – Present

**HONORS**

 **Recipient,** MARQUETTE UNIVERSITY PERE MARQUETTE SCHOLARSHIP

 **Recipient,** VETERANS OF FOREIGN WARS ESSAY SCHOLARSHIP