

YOUR NAME

One South Main St., Newark Delaware 19711

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[Linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

SUMMARY OF SKILLS

- Highly organized and detail oriented business consultant with 2 years' experience in IT Risk Assessment
- Proficient in multiple programming software including MS SQL, R and Lindo, as well as MS Office (Excel, Visio, Access) and Salesforce
- Strong and decisive communicator and team leader; fast learner able to adapt to rapidly changing environments

EDUCATION

Master of Business Administration (Business Analytics): University of Delaware

December 20XX

Bachelor of Science (Cum Laude) in Business Administration (Finance/ Informatics): Drexel University

June 20XX

EXPERIENCE

Graduate Assistant: Lerner College of Business and Economics, University of Delaware

Newark, DE **[August 20XX - Present]**

- Support provision of customized and open enrollment executive education programs to healthcare, financial, government and manufacturing companies
- Configure and maintain Customer Relations Management for up to 120 client organizations using Salesforce
- Coordinate planning and marketing of programs and forums such as the High Potential Women's Leadership Forum and connect with up to 30 participants as required by the Lerner College of Business and Economics

Process Improvement Analyst: Nahar School

Dhaka, Bangladesh **[August 20XX -February 20XX]**

- Evaluated and upgraded enrollment processes for school of 300 underprivileged inner-city children by increasing staff efficiency
- Initiated donor communication program locally and internationally and increased sponsorship by 18%
- Created monthly financial and donor reports and introduced well defined documentation standards
- Developed team building, quality improvement and training programs for 20 educators

Consultant, Risk Advisory Services

Philadelphia, PA **[February 20XX -July 20XX]**

- Collaborated with engagement teams and client organizations to assess business and technology risks
- Conducted detailed assessment of General IT Controls environment regarding network operations and IT security
- Inspected reports from clients and tested business cycle controls to identify system weaknesses and security exceptions
- Attended on-campus recruitment events, interviews and information sessions to recruit top talent

Co-Op Intern, Department of Marketing: Unilever

Philadelphia, PA **[February 20XX -July 20XX]**

- Created innovative advertisement campaigns and online contests to promote existing brands and launch new lines
- Served as liaison between advertising agencies and partner companies to organize major events and programs
- Co-directed development and execution of promotional events for brands including Pond's and Vaseline

Intern, Informatics & Patient Safety: Children's Hospital of Philadelphia

Philadelphia, PA **[July 20XX -July 20XX]**

- Assisted the Director for Informatics with project planning, implementation and evaluation to support safe nursing practice
- Audited data for patient safety and the Electronic Medical Record system to improve quality of patient care

HONORS & AWARDS

University of Delaware Graduate Student Assistant Scholarship

August 20XX - Present

Deloitte Applause Award for Exemplary Performance

May 20XX

Drexel University Dean's Scholarship

September 20XX - June 20XX