

# JOHN SMITH

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## CAREER OBJECTIVE

International Business major seeking to utilize critical thinking, strong organization skills, educational background, and great record of customer service within an international trade position.

## EDUCATION

**Bachelor of Science in Business Administration, International Business**, University of Baltimore May 20xx

Minor: *Economics & Public Policy*

### **Helen P. Denit Business Honors Program**

- International Finance - Honors Class (Project: Transfer Pricing – Spring 20xx)
- Economics - Honors Class (Project: Outsourcing – Spring 20xx)
- Financial Modeling and Communication - Honors Class – Fall 20xx
- Investment Analysis & Portfolio Management - Honors class – Fall 20xx

**Dean's List:** Fall 20xx - Spring 20xx

## PROFESSIONAL EXPERIENCE

**Maryland Hospitality Group Inc.** November 20xx to Present

General Manager

Independently manage all sales, customer service, general accounting, financial reporting, administrative, purchasing, inventory control and staffing functions for a privately owned lodging facility.

- Developed and implemented an entire administrative process and structure to professionalize the business, improve customer service and increase accountability that resulted in average increase of 10-12% year over year since 20xx.
- Developed automated accounting and financial analysis/reporting functions with Excel spreadsheets and other PC-based tools. Previous system relied on manual functions exclusively.
- Manage \$1 million yearly gross revenue by ensuring customers are satisfied and employees complete assigned job duties.
- Lead team of 10 employees and manage shift schedules and oversee an \$18,000 monthly payroll budget.

**Samuel Shapiro & Company Inc.** August – 20xx to Present

Intern - Transportation Service Representative (TSR)

- Track cargo on board trans-shipments and forward arrival notices to the related department after checking entries.
- Generate debit notes and coordinate final delivery of shipments to customer.

**ARSY Hospitality VA LLC** December 20xx to August 20xx

Comptroller

Managed the company's \$1.8 million gross revenue and created monthly and annual financial reports.

- Developed profitability models and analysis on weekly basis to reduce operation costs and increase profit.
- Provided financial support, including accounts receivable/payable, data entry on Excel and in-house software.
- Managed/developed internal cost controls for organization, and developed budgetary targets.

## VOLUNTEER EXPERIENCE

Team Member, American Red Cross and Habitat for Humanity

May 20xx - July 20xx

Team Member, Mangal Mandir, (Non-Profit Organization)

December 20xx to Present

## LEADERSHIP EXPERIENCE

**President- International Student Association** - University of Baltimore 20xx - Present

- Provided leadership and delegation to members of the executive board.
- Collaborated with business leaders and participated in international business networking and conference opportunities.

**Secretary UBLicious Club** - University of Baltimore 20xx - Present

- Plan events and manage documents and budget for the club.

*Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy*