

# JANE SMITH

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## EDUCATION

University of Baltimore, Baltimore, MD

December 20XX

**Bachelor of Science in Business Administration**

**Specialization: Business Management**

Community College of Baltimore County, Catonsville, MD May 20XX

**Major: Business Management**

## PROFESSIONAL EXPERIENCE

**BMALE Student Assistant**, University of Baltimore, Baltimore, MD

August 20XX-Present

- Share and curate events on-campus for present and upcoming semester.
- Promote excellence and demonstrate life skills to a group of six mentees.
- Compose proposals for speakers to come to campus to present on relevant topics for students.

**Management Trainee**, Enterprise Holdings, Baltimore, MD

May 20XX-Present

- Deliver superior customer service, and effectively communicate with customers and colleagues.
- Establish new business and maintain current business relationships.
- Develop skills regarding cost control, evaluating gains/loss reports, and depreciation value.
- Demonstrate skills to effectively mentor, train, and manage new and current staff.

**Marketing Specialist/Media Ambassador Intern**, LOOPLE, Baltimore, MD

June 20XX-January 20XX

- Helped spread brand awareness of a startup application company.
- Achieved 50 downloads of the app in the first week with the company.
- Assisted with gaining student interest in the product on campus.

**Marketing/Media Ambassador Intern**, MegaBus, Baltimore, M

June 20XX-January 20XX

- Spread awareness to students on campus regarding Mega bus services through weekly communications on social media platforms such as Instagram and Facebook.
- Assisted with financials of the East Coast branch.
- Supported international relations and affairs in order to further branch out the company.

**Sales Lead/Assistant Manager**, Aldo, Baltimore, MD

September 20XX-May 20XX

- Controlled the floor and flow of the store at all times.
- Assured that the team achieved sales and unit per transaction goals and delivered excellent service.

**Jewelry Key holder/Assistant Manager**, Pandora, Baltimore, MD

September 20XX-May 20XX

- Opened/closed the store, conducted returns/exchanges and tracked customer demographics.
- Acted as manager-on-duty when store manager is not on premises.
- Ensured that company merchandise was presented in a fashionable, and proper manner.

## LEADERSHIP EXPERIENCE

**Vice President of Events**, Enactus, CCBC, Catonsville, MD

September 20XX-May 20XX

- Collaborated for events with other clubs on campus and non - profit organizations.
- Planned trips to other cities, and responsible for the events budget.

**Executive Event Coordinator**, Black Student Union, CCBC, Catonsville, MD

September 20XX-May 20XX

- Facilitated and helped coordinate meetings with members and leaders of the group.
- Recommended key topics in our society to talk about and be aware of.