

# JOHN SMITH

Baltimore, MD

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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 - Present

General Manager

- Manage all sales, customer service, general accounting, financial reporting, administrative, purchasing, inventory control and staffing functions for a privately-owned lodging facility
- Develop 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
- Develop automated accounting and financial analysis/reporting functions with Excel spreadsheets and other PCbased tools, modernizing a previous system which 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, manage shift schedules, and oversee an \$18,000 monthly payroll budget

### **Samuel Shapiro & Company Inc.**

August 20XX - 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 customers

### **ARSY Hospitality VA LLC**

December 20XX - 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

May 20XX - June 20XX

## LEADERSHIP EXPERIENCE

**President - International Student Association** - University of Baltimore

May 20XX - Present

- Provide leadership and delegation to members of the executive board
- Collaborate with business leaders and participated in international business networking and conference opportunities

**Secretary - UBLicious Club** - University of Baltimore

June 20XX - Present

- Plan events and manage documents and budget for the club