

# EXAMPLE OF A BUSINESS RESUME

## Eddie Eagle

Tallahassee, FL

555-555-5555

EddieEagle@mymail.tcc.fl.edu

### EDUCATION

Associate in Science, **Business Management**  
Tallahassee Community College  
GPA: 3.5

August 2022  
Tallahassee, FL

### WORK EXPERIENCE

#### **ABC Company**

*Office Assistant*

Tallahassee, FL  
02/2022 to Present

- Attend weekly department meetings, record minutes of each meeting, and email directors meeting summaries with accurate record keeping
- Greet and assist clients, and manage appointments for company directors
- Organize files, maintain documentation, and trouble shoot client concerns within a timely manner

#### **ABC Golf Store**

*Shift Lead*

Tallahassee, FL  
09/2021 to 02/2022

- Managed a small team of retail associates, coordinated scheduling, and assisted with training new team members
- Completed inventory orders, stocked merchandise, prepared specialty orders, and organized company documentation and shipping information
- Reconciled daily earnings for the store and provided supervisor with weekly reports of sales

### LEADERSHIP EXPERIENCE

#### **International Student Organization, Tallahassee Community College**

*President*

Tallahassee, FL  
03/2021 to 08/2022

- Developed monthly meeting agendas to discuss current organization goals, events, and collaboration with the community
- Chaired a board of seven officers and encouraged communication, partnership, and support of board roles
- Managed a budget of \$2,000, coordinated fundraising efforts, and planned two large conferences

#### **Mentorship, Big Brother Big Sisters of the Big Bend**

*Mentor/Big Brother*

Tallahassee, FL  
05/2019 to 03/2021

- Met regularly with little brother to provide guidance, motivation, and inspiration that leads to improved daily quality of life and encourages better academic performance
- Act as a responsible role model, attended activities and meetings consistently, and provided tutoring as needed
- Attended training and events through Big Brother and Big Sisters of the Big Bend

### Skills

- Proficient with Microsoft Suites
- Office Management
- Budget Management
- Proficient in Adobe InDesign
- Google Docs and Analytics
- Leadership