

# BUSINESS PATHWAY SAMPLE RÉSUMÉ

## AARON K. WILLIAMS

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### EDUCATION

**Tallahassee Community College**, Tallahassee, FL

*Associate of Arts Awarded Spring 2018*

GPA: 3.5

**Study Abroad Program**, Tallahassee Community College, Summer 2017

**Peer Mentor Program**, Tallahassee Community College, Fall 2017

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### LEADERSHIP ACTIVITIES

**International Student Organization President**, Tallahassee Community College, Tallahassee, FL, Fall 2016 –Spring 2018

- Developed meeting agendas and planned campus activities
- Chaired a board of seven officers
- Managed a budget of \$2,000 and supervised the planning of two conferences

**Mentor/Big Brother**, Big Brother Big Sisters of the Big Bend, Tallahassee, FL, Fall 2015-Spring 2016

- Met regularly with little brother to provide guidance, motivation and inspiration that leads to a happier daily life and better academic performance
- Act as a responsible role model by be punctual and reliable

**Chairperson**, Dance Marathon Fundraiser, Tallahassee Community College, Fall 2015

- Led weekly planning team meetings and oversaw five committee chairs and 20 other student committee members in planning this annual, campus-wide relay event which raised over \$5,000 for cancer research
- Utilized communication and problem-solving skills to assist committee members with decision-making related to event registration, marketing, speakers, sponsors, and awards

**Contributor**, *The Talon*, Tallahassee Community College, Summer 2015

- Edited and wrote copy for the Athletics section of the 30 page publication
  - Created weekly work assignments for photography staff and student life staff
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### WORK EXPERIENCE

**Office Assistant**, ABC Company, Tallahassee, FL, May 2015- present

- Record minutes at weekly department meetings for directors
- Greet clients and manage appointments for company directors
- Answer multiple phone lines
- Organize files, retain information and solve office problems in a timely manner

**Team Member**, Golf Store, Tallahassee, FL, seasonal during summers 2012-2014

- Stocked and sold merchandise, prepared specialty orders and organized company files
  - Reconciled daily earnings for the store
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### COMPUTER EXPERIENCE

Proficient with Microsoft Word and PowerPoint; Adobe InDesign; Social Media (Facebook, Twitter, LinkedIn); Google Docs and Analytics