GUS D. GRENADIER

123 Grenadier Drive, New Albany, IN 812-222-2222 gus@ius.edu

EDUCATION

Indiana University Southeast New Albany, IN

Bachelor of Arts in English Expected: May 20XX

Concentration: Writing GPA: 3.2

Relevant Courses

Professional and Technical Report Writing, Writing for the Web, Advanced Expository Art, Argumentative and Creative Writing

ACADEMIC PROJECT

Effective Communication in Business Project Fall 20XX

* Critically analyzed contemporary theory of management and its direct effects on three consulting firms
* Interviewed seven Business Analyst Managers to get accurate portrayal of the use of communication
* Developed understanding of communication approaches that led to a 32% increase in work productivity
* Performed extensive research on each consulting firm’s mission, projects, and difficulties

LEADERSHIP EXPERIENCE

Vice President, Multi-Cultural Student Union Fall 20XX-Present

* Support President in operation of student-run group focused on business minded minority students
* Increased student membership by 70% during tenure as Marketing Chairperson

Involved Member Fall 20XX-Spring 20XX

* Fostered healthy working relationships with administrators, faculty, alumni, and student-run groups
* Researched and analyzed organizational plans and proposed new mission-specific directions
* Facilitated bimonthly meetings to ensure efficiency and to create an equal learning forum for all members

Volunteer, United Way Spring 20XX

* Acquired and improved leadership skills and experience through the coordination of volunteer experiences
* Led and facilitated group processing time which occurred after large group assignments
* Communicated with site supervisors to ensure safety of volunteers at each work site

WORK EXPERIENCE

Sales Associate, Foot Locker Fall 20XX-Present

* Utilize interpersonal and customer service skills to enhance customer shopping experiences
* Consistently excel a minimum of 40% beyond monthly sales targets administered by store manager
* Research newly released products to aid in sales approach to customers

TECHNICAL SKILLS

Proficient in Microsoft Package: Word, Excel, Publisher, and PowerPoint; PC and MAC; Social Media