

Bill E. Bison

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OBJECTIVE

To obtain the summer Marketing Internship with the XYZ Company

EDUCATION

North Dakota State University, Fargo, ND
Bachelor of Science degree in Marketing, Minor: English
GPA: 3.3/4.0, Dean's List (two semesters)

Anticipated Graduation May 20XX

RELATED COURSEWORK

- Foundations of Marketing
- Marketing Strategy
- Consumer Behavior

INTERNSHIP

Marketing Professionals, Minneapolis, MN
Marketing Intern

Month 20XX–Month 20XX

- Highlight an internship skill separately to illustrate its importance and relevance
- List three to five bullet points following the format: Action Verb + Skill + Task = Result (*Result is optional)
- Managed all social media accounts, including development of content and marketing plan

WORK EXPERIENCE

NDSU Bookstore, Fargo, ND
Shift Supervisor

August 20XX –May 20XX
January 20XX–May 20XX

- Promoted to Shift Supervisor after six months of employment for demonstrating strong leadership and a commitment to customer service
- Demonstrated attention to detail and integrity by ensuring accurate cash count and daily register balances

Cashier

August 20XX–January 20XX

- Listened to and provided excellent service to diverse customers, resulting in higher customer satisfaction scores
- Worked individually, as well as part of a team, to meet the goals established by the group or management

Two Stones Bison Ranch, Thompson, ND
Farm Hand/Laborer

March 20XX–Present

- Utilize organizational skills to maintain ranch ledger and assist with payments and accounts receivable ensuring all payments are made on time
- Demonstrate adaptability by assisting with various daily tasks on a family ranch

LEADERSHIP AND INVOLVEMENT

Residence Hall Government, NDSU, Fargo, ND
Floor Representative

August 20XX–Present

- Develop presentation and verbal communication skills by facilitating floor meetings and educational workshops to ensure all constituents' voices are heard at hall-wide meetings
- Gain knowledge of personal leadership style by attending the President's Student Leadership Camp, October 20XX

Nokomis Childcare Center, Fargo, ND

August 20XX–Present

- Volunteer to read to toddlers for two hours per week during the academic year

RECOGNITION AND HONORS

Mr. Anderson Memorial Scholarship

May 20XX

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel