

This is an example resume demonstrating how the sections might be completed using skill building experience from college.

Maximus B. Warrior

he/his/him • (260) 555-5555 • mbwarrior@gmail.com • www.linkedin.com/maximuswarrior

PROFESSIONAL SUMMARY

Dedicated, enthusiastic community leader with extensive experience in team building, mentoring, and stewardship. Poised, uplifting individual who communicates confidently with an engaging presence to create a positive organizational culture and climate. Experienced in event planning as well as team projects.

EDUCATION

Indiana Institute of Technology

Fort Wayne, IN

Bachelor of Science, Business Administration – Financial Services

Expected May 2025

GPA: 3.35/4.00

Dean's List: 3 Semesters

EXPERIENCE

Indiana Institute of Technology Tennis Team

Fort Wayne, IN

Team Captain & Rookie Coordinator

Sept 2022 – Present

- Built strong rapport with coaches, assistants, and teammates during in-season and off-season to support success of team and achievement of long-term goals
- Acted as a positive role model for team participants by demonstrating dedication, communication, and dependability
- Assisted coaching staff with scheduling, logistics, and event planning pertaining to practices, games, traveling, and team gatherings

Indiana Institute of Technology

Fort Wayne, IN

Secretary, National Society of Black Engineers

Sept 2023 – Present

- Drafted correspondence and communicated important information to organization members via emails, newsletters, and social media platforms as well as maintained accurate records
- Contributed to the planning and executing of various events, including workshops, seminars, and networking sessions aimed at promoting African American representation in engineering fields
- Prepared and presented periodic reports on the organization's activities, achievements, and future plans during general meetings

Lincoln Financial Group

Fort Wayne, IN

Financial Analyst Intern

May – Aug 2023

- Prepared financial presentations by incorporating new and existing reports for senior management who presented materials to regional stakeholders.
- Supported the development of executive reports and presentations using Microsoft 365 as well as the organization's software and online financial platforms.
- Improved spending report design to enhance clarity of expenses and increase efficiency for 10 different client groups.
- Conducted financial analysis to support senior leadership in developing the business segment's long-range financial plan of more than \$30 billion over the next five years.

ACTIVITIES, HONORS, & SKILLS

Phi Chi Theta, Professional Business Fraternity, Member

Sept 2022 – Present

Microsoft Office 365: Excel, Word, PowerPoint, Outlook, Teams

English (Native), Spanish (Fluent)