

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

Maximus B. Warrior

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PROFESSIONAL SUMMARY

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

EDUCATION

Indiana Institute of Technology

Fort Wayne, IN

Bachelor of Science, Business Administration – Financial Services

Expected May 2025

GPA: 3.35/4.0, 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 through collaboration and positive communication to support team success and achievement of long-term goals.
- Acted as a positive role model for team participants by demonstrating dedication, communication, and dependability to contribute to the organization's positive, inclusive culture and climate.
- Assisted coaching staff with scheduling, logistics, and event planning for practices, games, traveling, and team gatherings using Microsoft 365 and the Slack productivity platform to ensure effective and timely planning.

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 to maintain the integrity and organization of the group.
- 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 plans during general meetings using presentation software and tools to educate stakeholders.

Lincoln Financial Group

Fort Wayne, IN

Financial Analyst Intern

May 2023 – Aug 2023

- Prepared financial presentations by incorporating new and existing reports for senior management who presented materials to regional stakeholders.
- Developed executive reports and presentations using Microsoft 365 as well as the organization's software and online financial platforms to satisfy organizational and departmental requirements.
- 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 & ADDITIONAL SKILLS

Phi Chi Theta, Professional Business Fraternity, Member

Sept 2022 – Present

English (Native), Spanish (Fluent)