

This is an example resume for a graduate student with some previous experience.

Maximus B. Warrior

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

PROFESSIONAL SUMMARY

Results-driven graduate student in business analytics with a strong background in financial services and operational management. Proven experience supporting leadership with a record of improving reporting processes and enhancing operational efficiency. Collaborative team member with leadership experience in student organizations, bringing excellent communication and project management skills to achieve goals.

EDUCATION

Indiana Institute of Technology
Master of Business Administration, STEM – Business Analytics

Fort Wayne, IN
Expected May 2027

Indiana Institute of Technology
Bachelor of Science, Business Administration – Financial Services

Fort Wayne, IN
May 2025

EXPERIENCE

Lincoln Financial Group
Financial Analyst Intern

Fort Wayne, IN
May 2023 – May 2025

- 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.

Amazon Fulfillment Center
Fulfillment Associate

Fort Wayne, IN
Sept 2022 – May 2023

- Managed inventory accurately to ensure efficient operational flow and prompt organizational timelines and deliver quality customer service and gain greater reliability.
- Collaborated with a team effectively to increase productivity and efficiency in a fast-paced environment to meet job responsibilities and employer expectations.
- Demonstrated dedication and dependability by supporting team members during high-volume shifts to contribute to the organization's positive, goal-driven culture.
- Coordinated with operations using multiple communication platforms to facilitate accurate package delivery, timely customer notification, and operational protocols.

Indiana Institute of Technology
Secretary, Black Excellence Association

Fort Wayne, IN
Aug 2023 – May 2025

- 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 execution of various events, including workshops, seminars, and networking sessions aimed at promoting African American representation in local and national industry.
- Prepared and presented periodic reports on the organization's activities, achievements, and future plans during general meetings using a range of presentation software and tools to educate stakeholders.