

RACHEL RESUME

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OBJECTIVE

Seeking to obtain a management trainee position with a growing organization.

SUMMARY OF QUALIFICATIONS

Goal oriented, with strong communication and interpersonal skills. Strong work ethic with demonstrated success in both teamwork and individual situations. Strengths include critical thinking and quantitative analysis.

EDUCATION

York College, CUNY, Jamaica, NY
Bachelor of Science in Business Administration, May 2017
Overall GPA - 3.7/4.00, Major GPA - 3.9/4.00

RELEVANT COURSEWORK

International Business, Principles of Marketing, Principles of Management, Consumer Behavior, Marketing and Promotion, Managerial Accounting, Business Law, Federal Taxation, Economic Statistics, Retailing, Economic Finance, Quantitative Methods Of Business and Economics, Business Research And Report Writing, Business Policy, Management Information Systems, Economics 1&2, Business Communication.

LEADERSHIP

York College-Global Village Program, International Ambassador, 2010 - 2012
Financial Management Association of Queens, Membership Coordinator, 2010 - Present

RECOGNITION

Elected by fellow peers for a leadership role. Managed campus team of 30 participants and collaborated with local business owners and faculty to foster a strong sense of community and diversity of extracurricular activities.

INTERNSHIP

Student Intern, *Raytheon*, Jamaica, NY, Summer 2011
Created, programmed and maintained an Excel spreadsheet tool for business diagnostic efficiencies within the sales division. Partially automated the process of auditing monthly sales projections, which saved time and created consistency in the reporting.

OTHER EXPERIENCE

Youth Care Counselor, *Youth In Need*, Brooklyn, NY, Summer 2009
Assisted with phone crisis intervention and demonstrated knowledge of community resources, serving client needs.

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, PowerPoint
GoToMeeting, WebEx, QuickBooks, Sageworks Analyst, OptimalResume