

FIRST LAST
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EDUCATION

Southern Illinois University Edwardsville (SIUE) Edwardsville, IL
Master of Science in Business Administration Expected May 2025
Specialization: Management Information Systems (MIS)

SIUE RELEVANT COURSES

Information Systems and Technology	Managing the Cloud
Database Design	Quantitative Analysis
Data Visualization in Business	Advanced Project Management Concepts

Blackburn College Carlinville, IL
Bachelor of Science in Business Administration May 2023
Specialization: Management

RELEVANT RESEARCH PROJECT

“Investigating data analytics dashboards for business decision-making” December 2024
SIUE Edwardsville, IL

- Examined how programs consolidate key performance indicators (KPIs) and metrics from various data sources
- Analyzed how displays that highlight live data to track performance as it happens has changed the parameters of business management
- Presented paper and findings to Dr. Showbright, Business Department faculty

SKILLS

Microsoft Office Suite (Excel Certified)	Canva
Google Docs	SQL
Python	Trello

INTERNSHIP

Account Director Assistant Summer 2022
Karmak Carlinville, IL

- Received mentorship that provided opportunities needed to advance future career goals
- Worked under an Account Director (AD), who is the guardian of the strategic customer relationship at the executive level with a goal of customer retention
- Focused on business solutions aimed at maximizing the profitability of key accounts

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618) 650-3708 | careerdevelopment@siue.edu

- Tracked account profitability, growth and focus of existing customers to identify potential key accounts

OTHER WORK EXPERIENCE

Cashier 2022-2023
Walmart Carlinville, IL

- Responsible for checking out customers quickly and efficiently
- Stayed calm during stressful situations with unhappy customers, alerting my supervisor to the situation and explaining it calmly

Public Relations 2020-2023
Blackburn College Work Program Carlinville, IL

- Attended events and wrote press releases utilizing my written communication skills
- Learned virtual work and management techniques by watching my supervisor during shutdown

Food Service 2019-2020
Blackburn College Work Program Carlinville, IL

- Served breakfast every morning with a smile to cheer my fellow students
- Returned empty containers to dishwashers to keep work flowing smoothly

VOLUNTEER EXPERIENCE

APA Volunteer Dog Walker, St. Louis, MO Summers 2020 & 2021

HONORS AND ACTIVITIES

International Business Association 2024

Adam Smith Society at Blackburn 2023

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