



Resume Tips for Business Majors

NOTE: IT MAJORS SEPARATE SET/HANDOUT

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by being specific.

Oregon Institute of Technology (Oregon Tech) Wilsonville OR
Bachelor of Science in Business - Marketing Option
GPA: 3.4 Major GPA: 3.7 Dean's List two quarters

June 2019

Certified Associate in Project Management (CAPM)

September 2019

EXPERIENCE

Use short, descriptive bullet points that begin with action verbs (e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the company and quantify results whenever possible. You can highlight either the position or the company, whichever you think is more important.

MANAGEMENT EXPERIENCE

Folio

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SUMMARY OF QUALIFICATIONS

- x 3+ years' work experience including being promoted into supervisory roles.
- x Project management experience using Excel and Access
- x Experience leading and working on diverse cross-functional teams.
- x Extensive experience with customer service and sales techniques, strong interpersonal skills

EDUCATION

Oregon Institute of Technology (Oregon Tech) Klamath Falls OR
Bachelor of Science in Operations Management
Major GPA: 3.6 Overall GPA: 3.4 Dean's List 4 quarters

June 2019

SKILLS

Data Analysis: Excel (LOOKUP, PivotTables, PivotChart, Quick Analysis, Formulas, Statistical Calculations, Macros).

Other: Minitab, SQL, Access, Statistics

Lean Six Sigma: 5S, DMAIC, Kaizen, Continuous Improvement, Lean Manufacturing

Project Management GANTT charts, MS Project, Agile

RELATED EXPERIENCE

INTERNSHIP

Northwest Paper Box Manufacturers, Medford OR

Operations Intern

06/18-09/18

- x Contributed to a new system using Excel to streamline the budgeting process for new projects
- x Reorganized inventory system to prevent material shortages while minimizing inventory
- x Gave several presentations to upper management, supervisors, and team members

SENIOR PROJECT

Student Sustainability Group, Oregon Tech

09/2018–present

- x Developing a