
Functional Resume For Student

Jane Doe

1234 Maple Street Small Town, NY

12345 (555) 678-1234

jane.doe@email.com

LinkedIn: [linkedin.com/in/janedoe](https://www.linkedin.com/in/janedoe)

Objective Energetic and detail-oriented second-year student at Smalltown University pursuing a Bachelor's degree in Business Administration. Aiming to leverage academic knowledge and leadership experience to contribute to the marketing team at Creative Solutions Inc.

Skills Summary

- **Organizational Skills**
 - Managed multiple class projects while maintaining a high GPA.
 - Organized monthly meetings and events for the Business Students' Association.
- **Technical Skills**
 - Proficient with Microsoft Office Suite (Word, Excel, PowerPoint).
 - Experienced in using Adobe Creative Suite to create promotional materials for school events.
- **Communication Skills**
 - Strong written and verbal communication skills developed through writing articles for the university newspaper and participating in debate club.
 - Presented research findings on consumer behavior trends at the annual Business Conference at Smalltown University.

- **Leadership and Teamwork**

- Vice President of the Business Students' Association, coordinating with team members to plan and execute professional development workshops.
- Led a group of four in a market analysis project, which involved data collection, analysis, and presentation to the class.

Education Smalltown University Bachelor of Business Administration (Expected Graduation: May 2023)

- Major in Business Administration
- Cumulative GPA: 3.75
- Relevant coursework: Principles of Marketing, Consumer Behavior, Business Statistics

Academic Projects

- **Market Analysis Project** | Business Statistics Course | Jan 2022 - May 2022
 - Conducted a comprehensive market analysis to identify potential growth areas for local businesses.
 - Utilized statistical software to analyze data and presented findings to class, receiving high praise from the professor.
- **Promotional Campaign Project** | Principles of Marketing | Sep 2021 - Dec 2021
 - Developed a marketing campaign for a local nonprofit, increasing their social media engagement by 40% over three months.
 - Collaborated with team members to create and distribute promotional materials using Adobe Creative Suite.

Extracurricular Activities

- **Business Students' Association** | Vice President | Sep 2021 - Present
 - Coordinated professional development events for members, including workshops and guest speaker sessions.
- **Volunteer at Local Food Bank** | Volunteer Coordinator | Jan 2022 - Present

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- Organize volunteer schedules and facilitate food distribution events.

Certifications

- Microsoft Office Specialist: Excel, Microsoft, 2022

Awards and Honors

- Dean's List, Smalltown University, 2021 - 2022
 - Awarded to students with a GPA of 3.5 or higher each semester.