

# Juan Job

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## CAREER OBJECTIVE

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Seeking an entry-level position to obtain and develop skills resulting in mutual employee and employer growth.

## EDUCATION

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The University of Texas Rio Grande Valley

Brownsville, Texas

**Bachelor of Administration in Business Management**

Expected Graduation: December 20XX

Cumulative GPA: 3.39

Major GPA: 3.88

### Relevant Coursework

- Organization Theory
- Managing Human Relations
- Principles of Management
- Principles of Marketing

## EXPERIENCE

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**Enterprise Rent A Car -Management Trainee Intern** – Brownsville, TX

June 20XX – Present

- Awarded the employee of the month for the months of June, September, October, and November
- Generate positive results by focusing on customer service, employee development and profitability
- Reduce the car washing and vacuuming cost by 15% and increase customer satisfaction by 55%
- Prepare daily and weekly sales projections utilizing Microsoft Excel

**University of Texas Rio Grande Valley, Student Advisor** – Edinburg, TX

June 20XX – May 20XX

- Supervised and trained 4-6 new student employees in resume and cover letter writing
- Increased revised resumes per week by 10%
- Coordinated with student organizations to create career advancement workshops

## STUDENT LEADERSHIP

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**Student Government Association (SGA), President**

April 20XX-April 20XX

- Serve as official voice of the 2nd largest Hispanic serving institution, encompassing over 17,000 students
- Collaborate with the University's President, Provost, Vice President of Student Success and Deans organizing and presenting at various special speaking engagements ranging from 50 to 400 individuals
- Oversee 40 SGA members, office employee, 5 Interns and all programs implemented by the organizations
- Serve in various campus committees, reviewing university's policies, processes, and student issues

**Campus Programming Board, Vice-President**

October 20XX-April 20XX

- Coordinated events benefiting students, dealing with textbooks, environmental awareness, and civic engagement, while managing an academic year budget of over 10,000 dollars
- Initiated a semester long on-campus recycling competition at the university's dormitories

## ACTIVITIES AND HONORS

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- Student Government Association, *President*, UTRGV April 20XX – Present
- Campus Programming Board, *Vice-President*, UTRGV April 20XX – Present
- Accounting Society, *Member*, UTB October 20XX – April 20XX
- University Scholarship October 20XX – May 20XX
- Dean's List, UTB Fall 20XX – Spring 20XX
- American Heart Association 5K Run, Volunteer Coordinator October 20XX – June 20XX
- Habitat for Humanity, Volunteer October 20XX – June 20XX

## ADDITIONAL SKILLS

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- Fluent in Spanish; conversational in French
- Microsoft Office – Word, Excel, PowerPoint, Access
- Familiar with C++ and Java
- CPR and First Aid Certification, valid through August 20XX