

# Resume Sample (International Business)

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## Im A. Spartan

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### OBJECTIVE

Seeking a Digital Marketing Specialist position with Forex Capital Markets

### EDUCATION

#### **B.S., Business Administration, Concentration in International Business**

December 20XX

San Jose State University, San Jose, CA, GPA 3.2

**Relevant Coursework:** International Marketing, Global Dimensions of Business, International Business Strategy, Negotiating Globally

#### **Study Abroad,** Vienna University of Economics and Business

May 20XX - August 20XX

- Completed coursework in European Economics and Marketing
- Wrote a literature review on the effects of national health benefits on European economies
- Gained fluency in German and conducted informational interviews with 5 local business leaders

### PROJECT EXPERIENCE

#### **International Market Strategy Review,** San Jose State University

January 20XX - May 20XX

- Created detailed analysis of an international online tutoring startup's marketing strategy in order to make strategic recommendations for improved customer interaction
- Conducted interviews with leadership, completed benchmarks, and successfully assessed market positioning
- Reported and presented results virtually via Zoom and PowerPoint, which resulted in an A grade

### EXPERIENCE

#### **Administrative Assistant,** Tax Pros, Inc., San Jose, CA

November 20XX - Present

- Provide virtual administrative and customer support for a tax preparation service with over 1,500 clients
- Aid clients in understanding and completing complicated tax forms
- Maintain accuracy and security of database with confidential tax information
- File final tax documents with the county clerk's office through electronic delivery methods
- Assist in successfully executing monthly payroll duties for 48 business clients

#### **Receptionist,** Alliance Insurance, Santa Clara, CA

May 20XX - September 20XX

- Provided administrative and customer support for an insurance broker with over 750 clients
- Facilitated resolution of customer issues in claims submission and resolution
- Contacted 20 clients per day to provide assistance with delinquent accounts
- Contributed several new web-based strategies for generating and retaining more clients
- Decreased office expenses by 15% with the implementation of purchasing procedures and controls

### SKILLS

**Technical:** Microsoft Word, Excel, and PowerPoint, QuickBooks, Google Suite

**Languages:** Fluent in English and German

### ACTIVITIES

#### **Member,** SJSU Club Women's Field Hockey

September 20XX - Present

#### **Participant,** Global Leadership Passport Program, SJSU

September 20XX - May 20XX

- Multi-year leadership-development program to prepare global business leaders