

JSOM DMHP UNDERGRADUATE RESUME EXAMPLE (remove prior to using)

JANE DOE

Dallas, TX; 972.972.9722; jane.doe@utdallas.edu
<http://www.linkedin.com/public/janedoe>

EDUCATION

The University of Texas at Dallas

B.S., Business Administration; Minor in Finance

Davidson Management Honors Program

May 2024

GPA 3.85

EXPERIENCE

Morgan Stanley - Dallas, Texas

June 2021 – August 2021

Summer Associate, Investment Banking

- Analyzed and processed 100+ corporate financial transactions valued at \$250M
- Researched 15 Fortune 500 oil and gas companies and evaluated the impact of emerging markets
- Prepared and led 15 client strategy meetings, which resulted in 50% portfolio performance increase

UT Dallas University Commons - Dallas, Texas

August 2020 – May 2021

Living Learning Community Peer Advisor

- Provided leadership and mentorship for 25+ first-year freshmen and achieved 100% program retention
- Co-managed facility operations for 250+ residents including responding to emergencies and roommate conflicts
- Coordinated monthly professional development trainings with the JSOM Career Management Center

Chili's Restaurant - Richardson, Texas

December 2019 – July 2020

Customer Service Representative and Trainer

- Managed and trained 10 employees about customer service policies, conflict resolution, payment processing
- Achieved highest same store sales for 4th quarter of 2013 and sales volume of \$125K
- Reconciled daily receipts and systematized transaction data within MS Excel

ACADEMIC PROJECT

Business Communication

January 2020 – May 2020

- Developed a 10-page proposal about employee training and conflict resolution policies
- Designed 30-minute interactive Prezi presentation to educate 50 students about employee mediation

LEADERSHIP EXPERIENCE

UT Dallas Naveen Jindal School of Management Dean's Council

September 2020 – Present

- Initiated a strategic plan to increase student awareness and utilization of campus recycling by 100%
- Established website to increase compliance of the university's information resources acceptable use policy

ORGANIZATIONS

Consulting Club, UT Dallas

September 2020 – Present

DECA, UT Dallas

August 2020 – Present

ADDITIONAL INFORMATION

Technical: MS Office, STATA, InDesign, HootSuite, Pinterest, Drupal, Blogger, and Prezi

Languages: Advanced Spanish and Conversational Japanese

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions OR (Visa) Eligible to work in the U.S. for internships and for full-time employment for up to 12 months (non-STEM only) or 36 months (STEM only) without sponsorship