

# Anita Job

Cincinnati, OH | joba@xavier.edu | (312) 555-3764

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## PROFESSIONAL SUMMARY

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Bilingual Business Analytics major with particular interest in utilizing analytical and problem solving skills in a sports-related environment. 3+ years experience as team manager for both collegiate and high school athletics. Voted “Manager of the Year” for 2 consecutive years.

## EDUCATION

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**Bachelor of Science in Business Administration** Expected May 20XX  
**Major: Business Analytics** | Minor: Spanish Cincinnati, OH  
*Xavier University, Williams College of Business*  
• GPA: 3.XX/4.00

**Study Abroad Student** Summer 20XX  
*Universidad Loyola Andalucia* Cordoba, Spain

## RELEVANT EXPERIENCE

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**Data Analytics and Marketing Intern** October 20XX – Present  
*Carson Sports Analysis* Falmouth, KY  
• Manage scoutSMART clients in the CRM database Hatchback by updating current information and entering new information to streamline communication process  
• Design, draft, and disseminate marketing campaigns via Hatchback, resulting in an increase in new client engagement by 22%  
• Execute an athlete recognition program, which grew scoutSMART’s Twitter exposure by 300,000 impressions

**Team Manager** August 20XX – Present  
*Xavier University Women’s Basketball* Cincinnati, OH  
• Provide logistical preparation for all basketball activities including games, practices, travel and team related events  
• Perform administrative duties for the coaching staff to alleviate workload and allow additional time for coaching responsibilities  
• Voted “Manager of the Year” for 2 consecutive years for outstanding service to Xavier University athletics and the women’s basketball team

**Interactive Xperience Program Participant** Summer 20XX  
*Google* Mountain View, CA  
• Selected as 1 of 30 students for the highly-competitive program sponsored by Google  
• Gained insider industry insight on the future of big data and marketing analytics from Google executives  
• Networked with public relations professionals and students from across the country

## CAMPUS & COMMUNITY INVOLVEMENT

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**President, Ladies with an Emphasis on Achievement and Distinction** January 20XX – Present  
**Garden Volunteer, Moriah Pie** November 20XX – Present  
**Member, Xavier University Marketing Club** August 20XX – Present

## SKILLS

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**Google Analytics Certification** Certified June 20XX  
**Microsoft Excel:** Advanced  
**Bilingual:** English & Spanish