

ELLEN ECONOMICS

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EDUCATION

Bachelor of Science in Business Administration

Expected May 20XX

Xavier University, Williams College of Business

Cincinnati, Ohio

Majors: Economics & Business Management

Minor: Strategic Human Resource Management | Concentration: Organizational Leadership

- University Scholars | GPA 3.X | International Business Honors Society | Arrupe Leader

Study Abroad

June 20XX – August 20XX

Arcadia University

London, United Kingdom

Coursework: International Management: Strategy and Competitiveness in a Globalizing World & London: A Walking History

- Volunteer at Dragon Hall after school program for students aged 6 – 14, integrating academic and physical activities

PROFESSIONAL EXPERIENCE

Downing Research Scholar

March 20XX – Present

Xavier University, Williams College of Business

Cincinnati, Ohio

- Strategize and design business research to understand the impact of workplace relationships on employee gratitude at the organization, team, and individual levels
- Craft a model for research discoveries and translate into Qualtrics survey based upon reputable scales and literature reviews

Team Lead & Strategist Career Ambassador

August 20XX – Present

Xavier University, Career Development Office

Cincinnati, Ohio

- Coach over 4,500 undergraduate and graduate students in the creation and editing stages of resumes, cover letters, and LinkedIn profiles to enhance the job application and interview process
- Manage university-wide Career Fairs by developing relationships with 100+ company recruiters and aiding 500+ students on elevator pitches, handshaking, and recruiter questions
- Conduct interviews with Career Ambassador candidates to determine the structure and strategy of the future team
- Develop training programs for specialized Career Ambassadors to ensure efficiency and effectiveness with collaborative efforts

Operations & HR Intern

May 20XX – July 20XX

MDLIVE Inc.

Chicago, Illinois

- Led the credentialing process for Chief Medical Officer to acquire 26 state medical licenses with appropriate documentation, timelines, and external correspondence; reported to Chief Medical Officer, Chief Legal Officer, and Credentialing Team
- Managed two year Exit and Stay Interview Analyses composed of 50+ interviews to strategize organization improvements based on feedback and trends, presented to Chief People Officer
- Updated Exit Interview Questions Template to capture employee insights to enhance employee engagement and retention
- Shadowed Chief Legal Officer and HR Generalist with discrimination and employment law cases

LEADERSHIP EXPERIENCE

Vice President

November 20XX – Present

Xavier University, Human Resources Club

Cincinnati, Ohio

- Document attendance, notes, and feedback from weekly board meetings and monthly member events in alignment with Xavier's Student Organization standards to ensure annual budget
- Promote event speakers, company tours, "Coffee Chats," volunteer experiences, and club socials to improve participation
- Create templates for sign-in sheets, feedback forms, and social media flyers to track participation, advice, and engagement

Logistics Coordinator

April 20XX – October 20XX

Xavier University, Management & Entrepreneurship Program

Cincinnati, Ohio

- Coordinated deliverables and timelines of alumnae meet and greets and company tours in New York City, including Bloomberg, Brooklyn Nets, and Morgan Stanley
- Allocated \$10,000 budget based upon transportation, housing, food, and miscellaneous expenses for nine attendees
- Designed 4 day itinerary for undergraduate travel to be approved by the William's College of Business Dean

SKILLS

- Microsoft Suite: Advance
- Microsoft Project: Intermediate
- STATA: Intermediate
- Statistical Analysis in R: Intermediate
- Qualtrics: Intermediate
- Tableau: Beginner