

# FirstName LastName

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## Education

### **Master of Science in Supply Chain Management**

May 20XX

Towson University, Towson, MD

- Graduate Capstone Project

### **Bachelor of Science in Business Administration**

May 20XX

Towson University, Towson, MD | GPA 3.1

## Certifications

### **International Maritime Dangerous Good (IMDG) Hazardous Certification**

Valid February 20XX – 20XX

### **Towson University Computer Proficiency Exam**

April 20XX

- Microsoft Office Certified (Excel, Word, PowerPoint)

## Related Experience

### **Pricing Analyst, Nelson & Co, City, MD**

August 20XX – Present

- Coordinate, analyze, and provide air/ocean transportation pricing
- Maintain and develop new business and relationship with foreign agents, approximately 25 connections
- Develop weekly Excel spreadsheets to analyze and improve current quote methods, two per week
- Use Cargosphere to quote and maintain feedback responses of quotes

### **Sportshirt Planning Trainee, Sportswear Inc., City, MD**

May 20XX – August 20XX

- Analyzed past sales from previous years to determine stock for the new season
- Created Excel spreadsheets to rank each store based on given criteria, approximately 11 store comparisons
- Dispersed over 30 purchia -wide through effective communication

### **Lectory Member, Baltimore Orioles, Baltimore, MD**

April 20XX – September 20XX

tted proposal for a new initiative called the Fan Appreciation Program including a cost analysis and  
older needs assessment

vised live interactive activities, in-game contests, promotions, entertainment, and fan contests

## **Experience and Involvement**

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### **Presidential Ambassador, Towson University, Towson, MD**

August 20XX – May 20XX

- Assisted the President of Towson University with student relations through bi-weekly briefings
- Developed student-oriented activities designed to promote school pride

### **Student Advisory Board Member, Campus Recreation, Towson, MD**

January 20XX – December 20XX

- Planned employee training and implemented programs and trainings designed to improve student employment experiences

### **Treasurer, Central Business Association, Towson, MD**

September 20XX – May 20XX

- Maintained accurate transaction records and reviewed pending expenditure proposals
- Managed a \$2,000 budget for department events and supplies