

# **MANAGEMENT, ENTREPRENEURSHIP, HUMAN RESOURCES Resume Examples**

This packet includes sample resumes for the **MANAGEMENT, ENTREPRENEURSHIP, HUMAN RESOURCES** Career Community. These are examples of good practices in resume writing, demonstrating that you have choices you can make with formatting and style. We intentionally did not provide an example for every major or job type.



# Najma Davis

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## OBJECTIVE

To obtain a management trainee internship that will provide exposure to multiple departments and take advantage of my communication and teamwork skills.

## EDUCATION

**West Chester University**, West Chester, PA  
Bachelor of Science in Business Management, December 2018

- GPA: 3.17
- AACSB Accredited School of Business
- Study Abroad in Rome, Italy, September – December 2015

## EXPERIENCE

**Host and Server**, September 2015 – present  
Applebee's Restaurant, West Goshen, PA

- Contribute to a welcoming and friendly environment when greeting dining patrons
- Collaborate with a team of 5-8 servers as well as manager to ensure smooth station management in a frequently fast-paced environment
- Resolve customer problems or complaints with food and beverage orders

**Office Assistant**, August 2015 – present  
Department of English, West Chester University, West Chester, PA

- Provide clerical support to Departmental Administrative Assistant and Department Chair in the largest faculty department on campus
- Utilize MS Word and Excel extensively to help organize and spell-check information
- Accurately photocopy and files paperwork for student records
- Periodically answer phones and direct callers to appropriate person or office

**Childcare**, 2013 – 2015  
Multiple Families, Wilmington, DE

- Responsible for babysitting children of various ages, engaging them in social and educational activities, and preparing meals and snacks

## ACTIVITIES

- Colleges Against Cancer (CAC)
- Habitat for Humanity
- Intramural Soccer

## SKILLS

- Microsoft Word, PowerPoint, Outlook, Excel
- Basic conversational ability in Spanish

# Andrea Smith

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## EDUCATION & PROFESSIONAL DEVELOPMENT

West Chester University, West Chester, PA  
Bachelor of Arts in Communications, May 2016

University of Phoenix, Philadelphia, PA  
Small Business Management and Entrepreneurship Certificate, May 2013

## KEY SKILLS

- Social media and online marketing
- Leadership of multiple projects
- Exceeding sales goals
- Client relationships
- Comprehensive marketing campaigns

## PROFESSIONAL EXPERIENCE

My Company Incorporated, Philadelphia, PA  
*Founder and Former President*, January 2012 - Present

- Deliver a full range of online marketing services, specializing in SEO, Retargeting, Video and Mobile Marketing
- Provide expertise to clients across digital media plane by evaluating online business presence and developing customized strategies for conversions
- Partner with agencies under their brand to provide online marketing expertise to clients
- Create and implement a Client Relationship Management strategy including content development, retargeting, and analytics
- Increased client base by 50% annually (individual and agency clients)

Search Works, Kennett Square, PA  
*Project Manager*, January 2009 - August 2011

- Coordinated multiple projects for clients, monitor and track process for timely completion
- Ensured resource availability, manage client expectations and relationships
- Collaborated with campaign manager to deliver content via social media channels
- Wrote scripts and pre-edit video marketing projects
- Created, edited and delivered marketing content and copy

ABC Car Dealership, Kennett Square, PA  
*Online Content Manager*, January 2009 - December 2011

- Coordinated social media presence and presence for car dealership – used Facebook, Twitter, Pinterest, Instagram and Tumblr
- Updated content to maintain company brand in innovative ways to customers
- Researched innovative ways to promote sales through online presence

Target, Kennett Square, PA  
*Retail Manager*, May 2008 - December 2012

- Managed office supplies department of 6 employees
- Coordinated inventory, product sales and customer relations

# Daniel Markum

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## PROFESSIONAL SUMMARY

Experience in recruiting and job posting placement, conducting phone interviews, and performing reference checks. Excellent organizational skills, managing candidate qualifications, interview results, and outcomes. Capable of identifying weaknesses or gaps in Human Resource Information Systems (HRIS).

## CORE QUALIFICATIONS

- Adherence to privacy and confidentiality policies
- Reference and credit checks
- Employment history verification
- Confidential records management
- Interpersonal, communication, and rapport-building skills
- Technology proficiency including MS Office Suite, Social Media, and Human Resources applicant management systems

## EXPERIENCE

Human Resources Assistant, 4/1/2015 - present

Ajax Manufacturing, Conshohocken, PA

- Work with HRIS administrator to create a category for qualified candidates that had been interviewed but not hired, to efficiently identify candidates for future openings.
- Assist in a review of all job descriptions to ensure they were updated, clear, and in compliance with new classification standards.
- Survey and interview department heads to review their staffing requirements. Compile information and develop monthly reports for Human Resources Director.

Human Resources Administrative Assistant, 9/1/2012 - 3/1/2015

IKEA, Philadelphia, PA

- Performed pre-interview phone screening to enable managers to focus on the most qualified candidates.
- Accurately maintained job candidate record, in compliance with all established regulations and standards of confidentiality.
- Monitored web site daily for applications submitted.
- Scheduled interviews.

## EDUCATION

West Chester University, West Chester, PA

- Master of Arts in Psychology, Industrial/Organizational Psychology, May 2017
- Bachelor of Arts in Psychology, August 2012

# Joseph C. Karol

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## EDUCATION

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**West Chester University**, West Chester, PA  
*Master of Business Administration*, 2016

**Columbia University**, New York, NY  
*Bachelor of Science*, Industrial Engineering 2010

## WORK EXPERIENCE

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**JP Morgan**, Philadelphia, PA

*Associate*, Investment Banking, Corporate Finance, 2012 – Present

- Conduct detailed strategic and financial analyses, prepared and participated in client presentations, supervise analysts
- Formulate acquisition/merger target recommendations for technology and power generation clients seeking to expand market share and increase P/E multiples. Analysis included comparable market valuations, precedent transactions and EPS accretion/dilution projections
- Evaluate private equity placement of \$30MM for a voice mail company seeking to expand operations. Model cash flows and calculate cost of capital
- Perform due diligence and coordinate lead managed equity and debt transactions in excess of \$500MM in healthcare, home-building and automotive industries

**Accenture**, New York, NY

*Consultant*, 2010 - 2012

- Assisted Fortune 500 companies in identifying competitive strategies, re-engineering process flows, implementing cost-cutting initiatives and improving customer service. Led project teams, prepared client deliverables, presented to upper management, and managed client relationships
- Re-engineered Fortune 100 office automation company's existing selling strategy to empower field sales representatives, improve customer service and reduce cost.
- Conducted user interviews and benchmarking studies, performed process flow redesign and supervised 7 member team in implementing new sales force automation application. Resulted in estimated 30% reduction in cost and 40% increase in sales
- Created sustainable core competencies for a new pharmaceutical client facing industry legislative uncertainty

**Columbia University**, New York, NY

*Resident Assistant*, 2008-2010

- Responsible for counseling and crisis intervention for 200 residents
- Coordinated campus activities – study breaks, focus groups, fundraisers
- Served as liaison for faculty, administration and student body

## SKILLS AND INTERESTS

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- Fluent in French
- Skilled in MS-Office Products, relational databases, and programming languages
- Active volunteer at West Chester Food Cupboard