

Pre-BBA Resume Template-Oxford

First Name (Nickname) Last Name

Oxford Address • Emory Email Address • Phone Number

EDUCATION

Oxford College of Emory University

*Pre-Bachelor of Business Administration, Double Major: Spanish
Associate of Arts*

Cumulative GPA: 3.6/4.0

Dean's List Fall 2018 and Spring 2019, Phi Eta Sigma, Freshman Honor Society

Relevant Courses: Business Economics, Introduction to Probability & Statistical Inference, Calc. I, Financial Accounting

Oxford, GA

May 2022

May 2020

WORK EXPERIENCE

Self-Employed

Web Designer

- Develop and update web pages for 15+ local businesses using Python and plug-and-play layouts

Culver City, CA

Jun. 2016-Present

Economics for Business Course, Oxford College of Emory University

Teaching Assistant to Dr. K. Banerjee

- Selected by professor to lead weekly content review sessions for 15 to 25 students
- Manage attendance and assist with grading assignments for two class sections

Oxford, GA

Aug. 2019-Dec. 2019

Sheraton Grand Los Angeles

Guest Services Representative

- Provided guests with hotel information, directions, and local interests to ensure a positive experience
- Secured payments, adjusted billing, and completed cashier reports at shift closing
- Responded to emergencies while following protocol for communicating with guests

Los Angeles, CA

May 2019-Aug. 2019

LEADERSHIP & COMMUNITY INVOLVEMENT

Everview Consulting Group

Analyst

- Conduct market research for Atlanta-based clients; information guides decision-making on new product market entry
- Competed in the Deloitte Consulting National Undergraduate Case Competition, finishing third place out of six teams

Oxford, GA

Jan. 2019-Present

Club Basketball

Competition Coordinator

- Coordinate weekly practice schedules and matches for 20 team members
- Strategize with team and lead plays on the court; team had a winning record in 2018

Oxford, GA

Sept. 2018-Present

Indian Cultural Exchange

Outreach Coordinator and Website Administrator

- Engage members through offering four cultural programs per semester; oversee logistics for large-scale celebrations, including an annual Diwali event involving town community members
- Maintain club website to inform prospective and current members about volunteer opportunities

Oxford, GA

Aug. 2018-Present

OxVentures Entrepreneurial Club

Member Educator

- Arrange trainings on diverse business-related topics, including how to create a pitch deck and web development; club participation was at 92% for both workshops
- Manage a database of participants' dues and communicate on financial transactions with Campus Life Office

Oxford, GA

Dec. 2018-Present

ADDITIONAL INFORMATION

Other Activities: Hack ATL, Game Central Station-Oxford, Residence Hall Association

Honors & Awards: Emory Opportunity Award, Eagle Scout

Skills: Hindi (Native fluency); Proficient in MS Office, HTML, Python, Adobe Creative Suite (InDesign, Photoshop)

Interests: Coding, street art, drumming, gaming, travel in Asia