

Pre-BBA Resume Template

First Name (Nickname) Last Name

Emory Address • Emory Email Address • Phone Number

EDUCATION

Emory University

Pre-Bachelor of Business Administration, Double Major: Spanish
Cumulative GPA: 3.5/4.0

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

Relevant Courses: Business Economics, Data & Decision Analytics, Financial Accounting

Atlanta, GA

May 2022

Oxford College

Associate of Arts

Oxford, GA

May 2020

London School of Economics

Relevant Courses: International Economics, Industrial Organization & Introduction to Competition Policy

London, England

Spring 2019

WORK EXPERIENCE

Economics for Business Course, Emory University

Teaching Assistant to Dr. J. Huang

- Selected by professor to lead weekly content review sessions for 20 to 30 students
- Manage attendance and assist with grading assignments for three class sections

Atlanta, 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

Emory Club Basketball

Point Guard

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

Atlanta, GA

Sept. 2018-Present

Emory Interpreters

Outreach Coordinator and Website Administrator

- Connect Spanish Club members with Spanish Department faculty for lunchtime language practice groups
- Engage members through offering four cultural and professional programs per semester
- Maintain club website to inform prospective and current members about volunteer opportunities

Atlanta, GA

Aug. 2018-Present

PricewaterhouseCoopers xTreme Games

Team Member

- Competed in xTreme Games competition, finishing third place out of six teams
- Learned LIFO and FIFO inventory valuation methods

Atlanta, GA

Jan. 2019-May 2019

Undergraduate Business Student Leadership Conference

Registration Committee Member

- Identified and emailed 42 top business school representatives to increase event attendance by 15%
- Managed a database of participants' payment and arrival information to facilitate conference logistics

Atlanta, GA

Dec. 2018-Feb. 2019

ADDITIONAL INFORMATION

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

Honors & Awards: Emory Opportunity Award, Eagle Scout

Skills: Spanish (near-native fluency); Proficient in MS Office, Ruby, Python, Adobe Creative Suite (InDesign, Photoshop)

Interests: Coding, street art, drumming, gaming, travel in Latin America