**Biz BullDog**

111 Street – Unit A Huntsville, AL 35801 • (256) 275-0751 • bulldog@bulldogs.aamu.edu

**SUMMARY**

**Business Administration major** seeking an internship or a co-op opportunity

* Skillful with **compiling and analyzing data** and making recommendations based on findings
* Proficient with **Microsoft Office Suite, PowerPoint, iOS, Smartphones, Tablets, PCs** and **Mac products**
* Experienced with **inventory management** and executing projects in accordance with policies and procedures
* **Bilingual**: Spanish (fluent)

**EDUCATION**

Alabama Agricultural & Mechanical University Normal, AL

**B.S., Business Administration** May 20xx

**Related Courses:** Principles of Accounting I • Computer Applications in Business • Managerial Communication

**INTERNSHIP EXPERIENCE**

**Sam’s Stores, Inc. | Management Intern,**Huntsville, ALDec. 20xx – May 20xx

* Ran daily reports to track more than 15,000 items in inventory; reported on needed replenishments in a timely manner
* Learned the process from truck unload, to shelf availability, to point of sale, in order to assist manager
* Contributed to discussions on store progress reports in team meetings
* Adhered to all store policies and procedures to support smooth operations

**WORK EXPERIENCE**

**Publix Supermarket | Cashier,** Huntsville, AL Oct. 20xx – Present

* Contribute to a memorable shopping experience by providing fast and friendly check-out assistance
* Master knowledge of store coupons and offerings to assist customers and avoid over-discounting
* Cross-training in other departments to learn about general operations and to be able to assist when needed

**Leadership and Membership:**

Vice President, Students Striving for Success Fall 20xx - Present

Member, AAMU Marketing Club Fall 20xx