

Bucky Badger

bbadger@wisc.edu
(608) 555-9048

(ON-CAMPUS PRE-BUS STUDENT)

Current Address

269 North Badger Street
Madison, WI 53703

EDUCATION

University of Wisconsin-Madison Madison, WI
Bachelor of Business Administration degree, May 20XX
Major: Management and Human Resources, Overall GPA: 3.55/4.0
Dean's List

ACTIVITIES

Sigma Iota Epsilon, Honorary Professional Management Fraternity (01/XX-Present)
Community Service Committee Member (09/XX-Present)

- Organize cooking and lawn care activities at the Ronald McDonald House
- Assist Vice President with coordinating the third annual Charity Olympics
- Hosted guest speaker from CUNA Mutual Group and led tour of Grainger Hall

Student United Way

Volunteer Chair (09/XX-Present)

- Coordinate four volunteer opportunities per semester for 75 student participants
- Collaborate with United Way of Dane County volunteer representatives to choose volunteer activities that best fit with the student and organization schedules
- Volunteer with the Special Olympics, YMCA, and Ronald McDonald House

EXPERIENCE

Ed's Express Madison, WI

Cashier/Cook/Server (06/XX-Present)

- Prioritize schedule to accommodate working 15 hours per week
- Collaborate with a team of 50 other employees to complete customer food orders in a timely manner
- Communicate effectively with customers to enhance overall dining experience

Euro RSCG Worldwide Paris, France

Marketing Intern (01/XX – 06/XX)

- Engaged international clients to inform them of agency services
- Actively stored and filed potential bids on marketing contracts using Access

Pier 64 Steak and Seafood Restaurant Monona, WI

Waitress (05/XX-08/XX)

- Provided patrons with a positive dining experience; answered questions and anticipated needs
- Facilitated monetary transactions and processed accounts valued at \$2,500 per shift
- Closed restaurant nightly

GLOBAL PROFILE

Fluent in French

Lived in Paris, France for six years (2001 – 2007)

Bucky Badger

(608) 555-8442 • bbadger@wisc.edu
7401 Riverside Road, #6 • Madison, WI 53706

(Currently on-Campus, previous transfer)

EDUCATION

University of Wisconsin-Madison

Bachelor of Business Administration degree
Major: Accounting, Certificate in Spanish, Overall GPA: 3.96/4.0
Financing 100% of college education

Madison, WI
May 20XX

Indiana University

General Studies

Bloomington, IN
September 20XX-December 20XX

EXPERIENCE

Capitol Centre Apartments

Office Assistant

- Enter tenant payments into Yardi, an accounts receivable program
- Code and process invoices
- Maintain three phone lines and respond to email inquiries, providing excellent customer service
- Lead tours of apartment complex for potential tenants

Madison, WI
October 20XX-Present

Kohl's Department Stores

Cashier, Guest Attendant

- Created welcoming atmosphere for 250 customers each day while processing transactions
- Listened to customer concerns and addressed needs in a timely and professional manner

Minneapolis, MN
March 20XX-August 20XX

ACTIVITIES

Volunteer Income Tax Assistance (VITA)

Volunteer Tax Preparer

- Prepare tax returns for low-income individuals
- Developed understanding of common income tax reporting forms; passed IRS certification test

January 20XX-Present

Alpha Kappa Psi, Professional Business Fraternity

Pledge Trainer

- Planned and coordinated 12 events and 20 meetings over course of academic year
- Recruited 50 new members and taught basic business etiquette and culture to pledges

January 20XX-Present
September 20XX-May 20XX

Fundraising Chair

- Organized capital campaigns generating over \$5,000
- Coordinated large-scale fundraising event exceeding 600 guests; earned \$1,800 for charity and the organization
- Led 25-member committee and delegated tasks for various fundraising events including alumni weekend

September 20XX-May 20XX

SKILLS

Fluent in Spanish

Proficient in Microsoft Word, Excel, PowerPoint; Exposure to Peachtree Accounting software

Bucky Badger

bbadger@wisc.edu
(608) 555-9048
(External Transfer)

Current Address
123 West Johnson Street
Madison, WI 53703

Permanent Address
617 Terraview Drive
Wausau, WI 54486

EDUCATION

University of Wisconsin-Marathon County Wausau, WI
Associate of Arts & Science degree, May 20XX
Overall GPA: 3.7/4.0

ACTIVITIES

Phi Beta Lambda-Future Business Leaders of America
Marketing Committee (01/XX-Present)

- Participated in case competition with a team of 15 other students to develop marketing strategy for Anytime Fitness
- Presented project results to local Anytime Fitness Owner
- Resulted in new marketing campaign for the company targeting UW students and staff

EXPERIENCE

Briqs Soft Serve Wausau, WI
Assistant Manager (05/XX-Present)

- Earned Briq's Employee of the Year Award (20XX)
- Manage and assign duties to up to six employees per shift
- Supervise closing and reconcile cash drawers with sales report valued at \$750 daily
- Record store inventory for weekly purchasing using Excel

Shift Leader (01/XX-Present)

- Handle multiple customer requests and tasks such as taking orders, serving food, and operating cash register
- Demonstrate flexibility and responsibility through dealing with customers and co-workers
- Provide ongoing training to two new employees

Rothschild Aquatic Center Rothschild, WI
Lifeguard (Summers 20XX-20XX)

- Maintained safety of patrons using facility
- Taught swimming lessons for both the facility and the Town of Rothschild and communicated progress to parents
- Led classes with up to ten six-year-old children
- Managed and maintained the cleanliness and appearance of indoor facility

HONORS

Dean's List (3 Semesters), Wendy's High School Heisman Scholarship, Wisconsin Academic Excellence Award, Wisconsin Youth Leader of the Year Award

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(On campus, Pre-Business: Example #2)

EDUCATION

University of Wisconsin-Madison

Bachelor of Business Administration degree

Double Major: Marketing; Finance, Investment and Banking, Overall GPA: 3.05/4.0

Madison, WI

May 20XX

EXPERIENCE

University of Wisconsin-Madison, Union South Visitor and Information Programs

Information Guide

Madison, WI

August 2011- Present

- Provide accurate information to 100 visitors and guests on campus at Union South daily
- Update daily, weekly and monthly calendars to accommodate special events
- Coordinated team building activities during initial training of 30 Information Guides

Panera Bread

Shift Manager

Port Edwards, WI

August 2009-August 2011

- Coordinated staff duties as assigned by franchise leadership including scheduling and employee performance tracking
- Managed and recorded cash, check and credit card transactions valued at \$1,000 daily
- Provided exceptional customer service to loyal patrons

ACTIVITIES

Ignite the Potential, Wisconsin School of Business

Student Participant

March 2012

- Networked with professionals, Wisconsin BBA faculty, and other pre-business students to gain knowledge about the BBA experience and leadership in business
- Learned transferable skills such as developing professional business acumen and preparing for company recruiting processes through participation in break-out sessions held by General Mills, Accenture, and Kohl's Department Stores

CEO Training Camp, Wisconsin School of Business

Camp Graduate

February 2012

- Gained insight into becoming a successful business student, selecting a major and landing a professional internship
- Engaged with various students and staff members resulting in the development of a personal action plan

Wisconsin Welcome, Wisconsin School of Business

Student Participant

September 2011

- Participated as mentee in cluster of 10-15 students; learned about Grainger Hall, business school majors and the WSoB application process
- Built relationships with current business students, faculty and staff

Admissions 101, UW Intramural Basketball