

BENJAMIN BUSINESS

2020 Hill Street
Acme Heights, OH 44xxx

440.555.4321
benbusiness@myemail.net

OBJECTIVE

Management Trainee position leveraging my broad business education, plus work experience.

EDUCATION

Acme State University

Bachelor of Business Administration

Major: Operations Management - GPA 3.4

Expected graduation: May, 2xxx

Lorain County Community College

Associate of Applied Business

Major: Financial Services 2xxx - GPA 3.7

Relevant Coursework: Accounting I & II, Macro and Micro Economics, Business Finance, Business Law, Human Resource Management, Operations Management, Business Communications, Strategic Management

SKILLS AND QUALIFICATIONS

- Analytical and detail oriented, with excellent problem solving skills. Strong commitment to continuous improvement
- Highly motivated and dependable; willingly assumes additional duties and responsibilities to contribute to team efforts.
- Able to work independently or as part of a team with minimal supervision; team leader experience.
- Comfortable interacting with all levels of the organization and a diverse public
- Strong time management skills; able to effectively organize, prioritize and meet deadlines
- Superior people skills; strong customer focus
- Excellent oral and written communication
- Proficient in MS Word, Excel, Power Point, Access, and Outlook

EXPERIENCE

Widget Works Somewhere, OH 2XXX-2XXX

Production Associate

- Proficiently and accurately set up and operated plastic injection machines.
- Produced high volume of widgets according to customer specifications, adhering to safety and quality standards. Consistently exceeded production goals.
- Received "A Team" award for identifying ways to reduce rework and scrap, which resulted in increased production efficiency.
- Represented department on company's Quality Council.
- Selected to fill in for supervisor as needed.

Hometown Retail – Acme Valley, OH 2xxx-2xxx

Sales Lead (2xxx – 2xxx)

Sales Associate (2xxx)

- Selected to assume additional job duties and responsibilities due to superior performance.
- Served customers with patience and care in an often hectic and demanding environment.
- Quickly and accurately performed financial transactions.
- Consistently achieved top sales.
- Member of the Loss Prevention Committee

COMMUNITY INVOLVEMENT (Current)

Acme United Way Allocations Panel Member – Acme Area Food Pantry Warehouse Coordinator