

Jaime Sullivan

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EDUCATION

UNIVERSITY, State, USA

05/2016

Bachelor in Business Administration, Minor in Spanish | GPA 3.79

Relevant Coursework: Organizational Behavior, Financial Accounting, Managerial Accounting, Microeconomic Analysis, Macroeconomics, Marketing, Business Communications

SUMMARY

- Well honed research, writing and copy-editing skills with meticulous attention to detail
- Strong ability to multi-task in a fast paced working environment
- Proficient in Microsoft Office Suite, Qualtrics, Sony Vegas Pro, Praat and PCR

EXPERIENCE

Research Intern, Company, City, State

06/2015– 08/2015

- Oversaw industry research and sourced candidates for open job positions using various job boards, company websites, networking, social media, and leveraging MRB's private database (PCR)
- Wrote in-depth job descriptions, job board postings, and interview questions for executive-level searches in the healthcare, banking and consumer-packaged goods industry
- Enhanced the executive search process for MRB by presenting to senior management and integrated recommendations that included the standardization of the sourcing process through the use of existing worksheets, email templates, and grouping candidates based on demographic criteria

Chief Executive, Model United Nations, University Club

01/2015 –05/2015

- Worked together with 86 other Secretariat members to execute MUN 62 and 63, the largest MUN conferences on the West Coast
- Organized and coordinated registration for MUN for more than 1,500 high school delegates
- Provided an educational experience to delegates by teaching economics topics, providing feedback and crises resolutions, and grading the performance of more than 100 delegates

Extern, Company, City, State

06/2014–09/2014

- Participated in staff and third party client meetings, site surveys, observed contract negotiations
- Reviewed internal budget and creative documents, project timelines and site plans
- Gained firsthand exposure to the commercial standards, creative development of property investment

ACTIVITIES

Corporate Social Responsibility Division Member, Business Society, University

09/2015-Present

- Analyze the current marketing strategies, student and mentor retention rates, and program delivery structure of the non-profit Spark Program as well as strengths and weaknesses of the competitors and the county education system
- Created and presented to the Managing Director a potential 3-year growth strategy based upon statistical analyses, in addition to a list of potential local and national sponsorship opportunities for future expansion into different cities

OTHER SKILLS AND INTERESTS

Languages: Competent in written and spoken Spanish

Interests: Playing piano and tennis

Please note: This document is a resource to guide students on common resume practices in specific country and cultural contexts. The information that students submit on their resume is not used as a basis for acceptance into the Global Internships program. Students are not required to include all items included on this template and can use their discretion in following these guidelines. However, please keep in mind that not adapting your resume to the template may impact the local organizations ability to properly evaluate your resume.