# Anytown, BC, V0X 0X0 555-555-5555

# STUDENT NAME [www.professionalportfolio.ca](http://www.professionalportfolio.ca) [studentemail@mytown.ca](mailto:studentemail@mytown.ca)

*Innovative and enthusiastic student dedicated to enhancing knowledge and skills in business & communications.*

## Highlighted Skills and Qualifications

* Strong background in marketing, communications, and sales acquired in 4+ years of retail and marketing experience.
* Solid foundation in finance, accounting, and business administration
* Friendly and personal approach to building strong relationships with customers, clients, and colleagues.
* Implemented and maintained new social media and marketing strategic plans.
* Exceptional organizational skills with the ability to manage time and task completion in a fast-paced work environment.
* Awarded academic entrance scholarship and acknowledgment for sports achievements.
* Languages: English, French, and Spanish

## Education

### Bachelor of Business Administration Anytown University, Anytown, BC 20XX - Present

* Dean’s List – 20XX
* Major: International Business, Minor: Marketing
* Academic Entrance Scholarship 20XX

#### Highlighted Courses of Interest:

* **Advanced Marketing** - development of marketing plans and strategies; consumer behavior, targeting and positioning of products, branding, and pricing concepts and strategies.
* **Professional Selling** - selling strategies; understanding buyer behavior and creating value through a relationship strategy.
* **International Business** – the impacts of influential forces such as culture, economics, politics, and geography on management decisions
* **International Trade Finance** - financial business principles in a global environment, including trade risk and assessment, use of bonds, guarantees, letter of credit, and currency risk management.

## Sales and Marketing Employment History

### Marketing and Sales Co-op Anytown Professional Baseball Club Apr 20xx-Sep 20xx

* Generated revenue by making outgoing calls to local businesses for ticket and group opportunities while adhering to the Anytown Baseball Club's high standard of customer service.
* Responded to fan requests regarding tickets, group, and general inquiries.
* Assisted the Box Office and executed ticket sales using our CRM and Ticket Management systems as well as cash handling responsibilities.
* Represented the team at community and networking events around the region and cultivated future client relationships.

### Retail Sales Associate Taylor Sports, Anytown, BC 20xx-20xx

* Provided quality customer service and assisted with purchases, queries, and store experience.
* Organized and prepared opening and closing responsibilities.
* Administered inventory count, shipping, receiving, and restocking equipment shipments.
* Operated skate area including using skate sharpening machine, heat-press, skate oven, and heat gun.

## Additional Employment History

### Machine Operator Globex Bottling Co., Anytown, BC April 20XX, - Aug20XX

* Seasonal production line machine operator
* Troubleshoot operational and problem-solving activities.

### Logistics/Warehouse ROXXON Industries, Anytown, BC Jan-Aug 20xx

* Assembling custom shower doors according to specifications
* Shipping and receiving glass to and from the warehouse.
* Adhered to and valued safety protocols and procedures in forklift and power tool operation.

## Volunteer Experience

* Anytown Minor Hockey tournaments – Assisted with the organization of the tournaments and refereeing of games.
* Anytown Summer Soccer Camps - Helped with the organization of the camps and refereeing games.
* Occasional volunteer at the Food Bank

## Interests and Activities

### Marketing Club Anytown University 20XX-20XX

### Assistant Captain Varsity Hockey Team, Anytown University 20XX-20XX

### Other interests:

* Snowboarding, hiking fishing, camping
* Reading, podcasts, music

## References Available Upon Request