

- OBJECTIVE** To apply business knowledge to the highly interactive entry-level sales position within East Texas Memorial Hospital System
- EDUCATION** **Stephen F. Austin State University, Nacogdoches, Texas**  
Bachelor of Business Administration in General Business, December 20XX  
Minor in Marketing  
Cumulative GPA: 3.4
- SALES EXPERIENCE** **Customer Service Representative/Teller** August 20XX – December 20XX  
Lumberjack National Bank, Nacogdoches, Texas
- Sold loans and other bank services to help branch meet regional sales goals
  - Researched and reviewed customer complaints and wrote explanatory letters
  - Routinely balanced \$15,000 working drawer
- Sales Associate** May 20XX – August 20XX  
Vandelay Industries, Lufkin, Texas
- Continually recognized as monthly top sales person
  - Assisted with storeroom inventories and promotional displays
  - Openly engaged with customers to increase sales revenue
- INVOLVEMENT** **Patient Relations Volunteer** Summer 20XX  
Seattle Grace Hospital, Seattle, Washington
- Interacted with hospital staff and patients to create rapport
  - Drafted report on improving hospital services to patients
  - Committed to a schedule to maintain engagement with staff and patients
- Event Volunteer** Fall 20XX  
Susan G. Komen Race For The Cure, Nacogdoches, Texas
- Supported staff in marketing race participation to Nacogdoches and Stephen F. Austin State University communities
  - Coordinated 30+ volunteers at race day check-in
  - Assessed environmental racing conditions to ensure safety for racers
- LEADERSHIP EXPERIENCE** **Philanthropy Chairman** January 20XX – December 20XX  
Phi Eta Sigma Honors Fraternity, Stephen F. Austin State University
- Coordinated fundraising event raising \$5500 for United Way
- Treasurer** January 20XX – December 20XX  
Toastmasters International, Stephen F. Austin State University
- Collected membership dues and managed yearly budget of \$3,000