

Michael Wong

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Objective: To obtain the Management Trainee Internship at Enterprise, Inc.

Summary of Qualifications

- Clean driving record, valid driver's license
 - Demonstrated leadership skills acquired through roles in various student organizations
 - Experience working directly with customers in sales and customer service
 - Computer Skills: Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac
 - Bilingual in Spanish (reading, writing, speaking)
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Education

B.A. in Business Management Economics, emphasis in Accounting June 2016
University of California, Santa Cruz

Business Experience

Advertising Account Assistant Oct. 2012 – Present
City on a Hill Press, UC Santa Cruz, Santa Cruz, CA

- Managed 100+ clients and their advertising needs
- Collaborated with graphic designers using Adobe software to develop effective advertisements
- Raised an average of \$3,000+ in advertising revenue each month

Sales Associate Nov. 2013 – Sept. 2014
Sears, Capitola, CA

- Assist with shelf-stocking and organizing displays to maintain an efficient workplace
- Managed cashier drawer to ensure accurate daily cash records
- Answered customer's questions about products, services, and merchandise

Small Business Consultant Intern Summer 2012
Small Business Development Center, Chula Vista, CA

- Advised small furniture business owner on website strategy; increased site traffic by 27% in 2 months
 - Led 2 interns in small business owners orientation meetings utilizing targeted marketing strategies to outreach services offered to potential clients
 - Developed cash flow strategies and determined loan eligibility while working with clients 1-on-1
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Leadership Experience

Vice President Sept. 2015 – present
Delta Sigma Pi Fraternity, UC Santa Cruz

- Established a mentor program for underrepresented elementary and high school students
- Facilitated member collaboration to offer tutoring services and personal support to students
- Developed online server to upload and share notes and readings from all classes taken by members

Treasurer March 2014 – present
Accounting Club, UC Santa Cruz

- Collaborated with local businesses to establish job shadowing programs and employer contacts
- Create and deliver PowerPoint presentations to business classes and academic departments
- Manage club accounts of \$5,000 and create budgets for six service events per year