

Use 1" margins, but use 0.5" (narrow) if extra space is needed.

Bold your name in 16/18pt font size, using Garamond style font.

# Michelle B. Anderson

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(901)520-2222

List contact info. in 9pt font size.

[mbander@memphis.edu](mailto:mbander@memphis.edu) [LinkedIn](#)

Add LinkedIn and/or website address links next to e-mail.

Use your UofM e-mail address.

## EDUCATION

Use this statement if you feel it will be helpful.

### Bachelor of Business Administration

University of Memphis, Memphis, TN  
Major: Marketing Minor: Computer Science  
Expected graduation date: May 2019 GPA 3.5 magna cum laude

List GPA if 3.0 or greater.

Use graduation distinctions only in your final semester before graduation.

Highlight upper division courses in your major.

### U.S Citizen. No Sponsorship Required

## RELEVANT COURSEWORK

Business Database Systems, Strategic Information Systems Management & Planning, Business Intelligence, Principals of Marketing, Consumer Behavior, Building Buyer/Seller Relationships, Management of Marketing Strategies

## CERTIFICATIONS

CPP (Certified Payroll Professional), 2015, Bloomberg Certification, 2014

Include professional certifications with the year received.

## LANGUAGES

English, Spanish, Conversational French

## COMPUTER SKILLS

**Languages:** Visual Basic, SQL, HTML, PASCAL  
**Operating Environment:** Windows 2000 and 2005  
**Business Tools:** Case Tools, SAP, Office Suite

Include your computer-related accomplishments. Don't forget any social media skills.

## EXPERIENCE

List in reverse chronological order, with up to 4 bullets.

### Business Analyst, September 2018–Present

University of Memphis Enterprise Integration Laboratory, Memphis, TN

- Oversee team conducting feasibility assessment of a vertical online marketplace.
- Benchmark current vertical online marketplaces and analyze economic models.
- Assess business model options and technology requirements.

Remember... Present position = present tense verbs. Past position = past-tense verbs.

### Congressional Intern, Summer 2017

Spencer Bacchus, Washington, D.C.

- Researched topics assigned by Senator's staff for weekly briefings.
- Conducted tours of senate building for visitors from Alabama.
- Gathered information on concerns of voters to identify key issues.

## PROJECTS

### Name: Executive Information System Recovery Standards, Spring 2017

FedEx, Memphis, TN

- Led team in designing an actionable recovery analysis for the Executive Information System.
- Explored current information resources for anomalies resulting in incidents.
- Utilized gathered data to develop best practices for incident recovery of EIS.

## HONORS

Beta Gamma Sigma Honor Society, 2016-2017

First USA Bank Scholarship Recipient, 2016

FedEx Scholarship Recipient, 2015

Include your title or position. You may list religious and non-profit work.

## ACTIVITIES

Habitat for Humanity Building Volunteer, 2017

Tennessee Computing Olympiad Assistant, 2016

Ideally your resume should be one page. Update each semester.