

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

Michelle B. Anderson

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

250 Taylor Circle, Memphis, TN 35400
(901)520-2222

List contact info. in 9pt font size.

mbander@memphis.edu [LinkedIn](#)

Add LinkedIn and/or website address 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.

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.

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.

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

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

ACTIVITIES

Habitat for Humanity Building Volunteer, 2017

Tennessee Computing Olympiad Assistant, 2016

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

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