

## **Rawls C. Student**

B Virginia Drive, Lubbock, TX 79999  
(806) 555-1234  
rawls.c.student@ttu.edu

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### **PROFILE**

A diverse background that includes superior management and communication skills and the ability to effectively train and supervise a team. Excellent time management skills with leadership experience. International experience gained through living abroad prior to college including Tunisia and Morocco. Proficient in reading, writing and conversational French.

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### **EDUCATION**

#### **Rawls College of Business, Texas Tech University**

Bachelor of Business Administration, General Business

Lubbock, TX

Graduation Date: December 2014

- Cumulative GPA: 3.3
- Minor in French

#### **Rawls Center for Global Engagement, Texas Tech University**

Study Abroad

Honefoss, Norway

June 2012 – August 2012

- Studied International Marketing and Management
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### **PROFESSIONAL EXPERIENCE**

#### **Coca Cola Corporation**

*Management Intern*

Dallas, TX

May 2013 – August 2013

- Collaborated with supervisor to complete forecasting of labor hours for new hires
- Updated schedules and maintained adequate staffing levels
- Enhance organizational skills while maintaining personnel files for 45 employees
- Planned three successful fundraising events and activities with worth totaling \$10,000

#### **Thacker Jewelry**

*Sales Representative*

Lubbock, TX

September 2010 – February 2013

- Voluntarily initiated monthly, quarterly, and annual sales and inventory reports
  - Executed daily balancing of cash flows
  - Trained and supervised four employees
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### **ACTIVITIES AND VOLUNTEER EXPERIENCE**

The National Society of Collegiate Scholars  
Habitat for Humanity

December 2010 – Present  
May 2008 – Present

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## Objective

To apply for the Betty Bizzell and Raymond Lamb Endowment Scholarship.

## Education

**Texas Tech University, Rawls College of Business** Lubbock, Texas  
*Bachelor of Business Administration, Management* Graduation: May 2016

- Cumulative GPA: 3.5

## Experience

### Cutting Edge Lawn Maintenance

Dallas, Texas

*Owner*

May 2009 - August 2012

- Provided service to 30 residential customers by making timely lawn/landscape applications
- Diagnosed and corrected lawn/landscaping problems through service calls and other customer communications
- Sold services to new and/or existing customers, resulting in 10% growth of monthly revenue
- Gained entrepreneurial experience, organizational, interpersonal skills, and problem solving techniques
- Maintained and balanced financial books, maintained lawns and managed four employees

## Community Service and Activities

Delta Tau Delta

August 2012 - Present

Campus Religious Organization

August 2012 - Present

Mission Trip to Mexico

March 2012

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Current Address:  
B Virginia Drive  
Lubbock, TX 99999

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(806) 555-1234

Permanent Address:  
4444 Alabama Ln  
Austin, TX 88888

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## EDUCATION

**Texas Tech University**, Rawls College of Business Lubbock, TX  
Bachelor of Business Administration, International Business Graduation: May 2015

- Minor in Spanish

**Texas Tech University**, Rawls Center for Global Engagement Seville, Spain  
Study Abroad May 2012 – June 2012

- Studied marketing and business strategy in Spain while gaining valuable multicultural experience
- Immersed in the Spanish culture while living off-campus with a host family
- Served as a Spanish to English translator and tutored 10 elementary-aged children

## WORK EXPERIENCE

**Texas Tech University Library** Lubbock, TX  
*Assistant Librarian* June 2012 – Present

- Aid students and faculty with research materials and recommend books, journals, and online resources
- Catalog and organize book collection to ensure faster access to resources
- Determine which books and publications to include in the library collection

**Texas Tech University, Department of Modern Languages** Lubbock, TX  
*Student Assistant* August 2011 – May 2012

- Managed the confidential grades of over 100 students
- Worked closely with Professors and Teacher's Assistants to administer lectures and proctor tests
- Assisted students with logistical challenges that were encountered when completing assignments

**HEB Grocery** Dillon, TX  
*Summer Cashier* May 2010 – August 2011

- Managed a register that consistently contained over \$500 cash each day
- Assisted customers with finding needed items throughout the store
- Quickly acclimated to working in a fast-paced environment with high customer traffic

## LEADERSHIP ACTIVITIES

**Pi Beta Phi** August 2011 – Present  
*Vice President (November 2012 – Present)*

- Develop and manage 20 yearly events including an annual fundraiser that raised \$8,000 for charity
- Collaborate with and direct an 8-officer cabinet and supervise weekly board meetings to ensure efficient assignment delegation
- Delegate vote on major issues affecting the Greek community at monthly Panhellenic meetings

*Rush and Recruiting Co-Captain (November 2011 – November 2012)*

- Recruited 55 new members for the Fall 2012 season representing the highest amount since 2008
- Coordinated recruiting during seven sorority functions

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## EDUCATION

*Texas Tech University, Rawls College of Business*

Lubbock, TX

**Bachelor of Business Administration, Finance**

Expected Graduation: May 2014

- Cumulative GPA: 3.8
- President's List: Fall 2011, Spring 2012, Fall 2012

Texas Tech Finance Association

August 2012 - Present

Bloomberg Terminal Certification

May 2013

## PROFESSIONAL EXPERIENCE

*Texas Tech University*

Student Managed Investment Fund, Rawls College of Business

Lubbock, TX

**Student Portfolio Manager**

January 2013 - Present

- 1 of 20 students selected by the Finance department to assist in managing \$2.2 million portfolio for the purpose of funding scholarships for Texas Tech University
- Conduct research-based fundamental analyses of portfolio holdings and prospective holdings
- Learn to use many of the "tools" that investment management professionals use, including the *Bloomberg Professional* data service, working through live Bloomberg terminals

*United States Army*

581<sup>st</sup> Area Support Medical Company

Fort Hood, TX

**Sergeant – Combat Medic**

September 2009 - December 2011

- Led, managed, inspected, motivated and evaluated 641 soldiers during combat deployment
- Accounted for Mine Resistant Ambush Protected Vehicles worth over \$10 million with no losses
- Implemented and managed base indirect fire medical response team, responding to more than 100 attacks with no casualties

Walter Reed Army Medical Center

Washington D.C.

**Sergeant – Supervisor Gastroenterology Clinic**

August 2008 - August 2009

- Oversaw a team of more than 50 doctors, nurses, clerks and medics to efficiently and effectively schedule patients for procedures and routine preventative care
- Maintained medical equipment worth more than \$1 million with zero losses; scheduled and instructed necessary training for Army medics to maintain certification

1/61 Cavalry Regiment

Fort Campbell, KY

**Healthcare Specialist – Infantry Platoon**

October 2005 - July 2008

- Acted as Medic for a 48 man infantry platoon during a combat deployment to Afghanistan
- Supervised a medical clinic for 100 U.S. soldiers and 200 Afghani soldiers assigned to the base
- Delivered lifesaving medical care while under fire and during rocket attacks
- Succeeded in maintaining health and welfare of platoon unsupervised

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## EDUCATION

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**Texas Tech University, Rawls College of Business** Lubbock, TX

*Bachelor of Business Administration in Accounting*

*Master of Science in Accounting (application pending)* Anticipated Graduation with MSA: May 2015

- Concentration: Audit
- Accounting GPA: 3.66
- Cumulative GPA: 3.74
- Dean's List: Fall 2010, Spring 2011, Fall 2011

**Texas Tech University, Rawls Center for Global Engagement**

Seville, Spain

*Study Abroad*

May 2013 – July 2013

- Broadened personal knowledge through immersion in the Spanish culture

## EMPLOYMENT HISTORY

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**ABC Credit Union**

Lubbock, TX

*Audit Intern*

December 2012 – Present

- Create 12 monthly audit reports which include: management letter, internal control recommendations, financial ratios, and loan file review expectations
- Prepare nine weekly engagement letters including contract of agreed-upon procedures and document requests
- Organize and bind work papers prior to, and at the conclusion of, audits

**Olive Garden**

Lubbock, TX

*Server*

August 2011 – December 2012

- Successfully collaborated with a team of 15 other servers to provide timely service to guests
- Effectively managed an average of \$500 a night in cash, credit cards, and check transactions
- Worked on average 30 hours each week while simultaneously taking 15 credit hours a semester

## LEADERSHIP EXPERIENCE

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**Accounting Leadership Council**

Lubbock, TX

*Member*

August 2012 – Present

- Participate in the volunteer Income Tax Assistance Program benefitting low income individuals
- Provide weekly tutoring sessions for students needing assistance with accounting courses

**Volunteer Service Organization**

Lubbock, TX

*Volunteer Representative*

August 2011 – Present

- Train three new volunteer representatives in language, culture, and presentation procedures
- Prepare and deliver weekly presentations on presentation skills, organizational strength, goal setting, team building, motivation, and managing cultural differences
- Implement new recruitment strategies leading to an 80% increase in membership

## HONORS

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Alpha Lambda Delta – National Honors Society

May 2013 – Present

Omicron Delta Kappa – National Honors Society

May 2012 – Present

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## SUMMARY

- Demonstrated experience in sales, business-to-business marketing and research
- Magna Cum Laude Graduate with BBA in Marketing and BA in Spanish
- Technical proficiency in Microsoft Excel, PowerPoint and Word and HubSpot
- Advanced knowledge of Spanish conversation, grammar and comprehension
- Proven leadership experience and ability to effectively collaborate with co-workers to provide results

## EDUCATION

**Texas Tech University** Lubbock, Texas  
Bachelor of Business Administration, Marketing May 2011  
Bachelor of Arts, Spanish Magna Cum Laude, Cumulative GPA: 3.7

## PROFESSIONAL EXPERIENCE

**Marketing for You** Austin, Texas  
Product Marketing Manager August 2012 – Present

- Created a revised sales strategy for new to market product resulting in 30% increase in sales
- Generated new revenue of \$5M in 8 months
- Directly oversee a team of 3 team members and 2 Interns

**XYZ Marketing** Austin, Texas  
Marketing Associate June 2011 – July 2012

- Managed an online marketplace of 15 products sold through e-commerce
- Coordinated external marketing campaigns for quarterly newsletters, direct mailings, and online presence utilizing YouTube, Vimeo, Twitter, Facebook, Vine, and Instagram
- Attended monthly tradeshows to promote products and develop contacts
- Increased client portfolio by 15% in revenue sales and 20 new clients

**Glazer's Distribution** Addison, Texas  
Summer Marketing Intern June 2010 – August 2010

- Developed weekly reports and sales presentations utilizing company specific software
- Compiled marketing research findings for management review in Microsoft Excel
- Developed attention to detail and creative skills while learning to design effective displays

## LEADERSHIP EXPERIENCE AND COMMUNITY INVOLVEMENT

**YMCA** Austin, Texas  
Volunteer/Mentor July 2011 – July 2012

- Mentor young adult in weekly sessions

**Tech Marketing Association** Lubbock, Texas  
President August 2010 – May 2011

- Managed 75 peers, increasing recruitment and retention by 10% during tenure
- Direct annual golf tournament fundraiser resulting in \$10,000 in donations for charity

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## EDUCATION

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### Texas Tech University, Rawls College of Business

*Bachelor of Business Administration in Energy Commerce*

- Cumulative GPA: 3.74 Energy Commerce GPA: 4.0
- President's List: Spring 2012

Lubbock, TX

Anticipated Graduation: May 2014

### Relevant Coursework

Oil & Gas Law I

Exploration & Production Techniques

Petroleum Land Management

Energy Industry Fundamentals

### Texas Tech University Global Energy Perspectives

*Study Abroad*

- Toured and networked at OPEC and the International Energy Agency
- Observed Nogent-Sur-Seine Nuclear Energy Plant

London, U. K. & Continental Europe

*May 2013 – June 2013*

## EMPLOYMENT HISTORY

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### Cimarex Energy, Co.

*Landman Intern*

- Performed transactional field title work at various abstract offices and courthouses located in Ward & Midland County, TX
- Generated Mineral and Surface Takeoff reports using organized run sheets from each tract
- Worked in-house with New Mexico Shelf and Texas Permian Basin Teams
- Negotiated with and leased landowners for the acquisition of their mineral and surface rights
- Reviewed multiple Title Opinions and participated in title requirement curatives
- Developed various types of mineral ownership spreadsheets with working interest & net revenue interest calculations

Midland, TX

May 2013 – August 2013

### Pete & Pete

*Legal Aid*

- Successfully collaborated with a team of 6 other aides to provide timely preparation of documents
- Effectively communicated with local government officials, clients, and partners through face-to-face, email, and phone contact
- Worked on average 25 hours each week while simultaneously taking 15 credit hours a semester

Lubbock, TX

January 2011 – December 2012

## EXTRACURRICULARS

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### American Association of Petroleum Landmen

January 2012 – Present

### Energy Commerce Association

August 2011 – Present

### Social Fraternity

*Member*

- Participate in chapter community service with the Hope Lodge and the American Cancer Society
- Organize weekly mentoring sessions for fraternity member with local elementary students

August 2011 – Present

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## EDUCATION

### Texas Tech University, Rawls College of Business - Lubbock, TX

*Master of Business Administration, General Business*

May 2015

- GPA: 3.75

*Bachelor of Business Administration, Marketing & Management*

May 2013

- Financed 75% of education through work
- GPA: 3.2

## EXPERIENCE

### The Buckle - Dallas, TX

*Sales & Management Intern*

May 2013 – August 2013

- Educated in many aspects of management including inventory control and accounting procedures
- Created and implemented new process for layaway reports resulting in 20% decrease in cancellations and returns
- Collaborated with supervisors to design new floor maps resulting in higher profits averaging over \$5,000 in the first month

*Sales Teammate*

November 2011 – May 2013

- Exceeded sales quotas on a monthly basis by more than 15% every time
- Developed repeat business by providing exceptional customer service and relationship building
- Received four Associate of the Month awards for recognition of superior customer service

### Upscale Restaurant - Lubbock, TX

*Hostess/Waitress*

September 2009 – October 2011

- Generated top sales in wine three months in a row with an overall increase of 10%
- Trained 8 employees in up-sell techniques, problem solving skills and customer service processes
- Acquired experience in cash register reconciliation, large deposits and money handling on shifts averaging \$1,000 in sales

### YMCA - Grand Prairie, TX

*Summer Lifeguard/Assistant Pool Manager*

June 2009 – August 2011

- Supervised the performance of 20 lifeguards; conducted employee in-services, monitored and controlled daily operations, and handled complaints from patrons
- Assisted in scheduling, facility equipment procurement, facility maintenance, as well as facility operations and expansion recommendations and planning

## MEMBERSHIPS

**Rawls Graduate Association**

August 2013 – Present

**Tech Marketing Association**

August 2011 – May 2013

**Zeta Tau Alpha**

August 2009 – May 2013



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## PROFESSIONAL PROFILE

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- Results-oriented MBA-level professional with significant and progressive experience boosting productivity, cutting costs, and fostering efficiency; proven track record with both numbers and employees.
- Exceptional problem-solver and decision maker with diverse experience in finance, accounting, and all aspects of office operation, as well as expertise in general accounting, payroll taxes, analysis, management, budgeting, cash management, cost accounting, management reporting, inventory, payroll, accounts receivable and payable, and information systems.
- Strong leader/manager of personnel with unsurpassed interpersonal skills and experience managing both small and large departments.
- Enthusiastic communicator with proven analytical skills to develop detailed reports.
- Competent multi-tasker who adheres to proper accounting policies and procedures.
- Big-picture visionary with ability to understand how daily operations shape results and goals.
- Computer-literate performer with extensive technical proficiency covering wide range of applications and platforms, including Syteline, AS 400, and software programs including MS Excel, MS Word, MS Office, Lotus Notes, Report Smith, FAS Encore, and SQL Server.

## EDUCATION

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*Master of Business Administration*, Texas Tech University, Lubbock, TX May 2010  
*Bachelor of Science in Accounting*, University of Houston, Houston, TX May 2006

## PROFESSIONAL EXPERIENCE

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*Tax Accountant, Video Snoops*, Lubbock, TX May 2010-Present

- Perform all tax reporting for small video surveillance firm.
- Recovered \$120K in past-due receivables.
- Key closing entries via Syteline systems and MS Excel spreadsheets.
- Process hourly payroll using ADP software.

*Manager – Administrative Services, XY Startup*, Lubbock, TX June 2008-May 2010

- Oversaw office service areas of a “dot.com” software and Internet application company, including purchasing and vendor relations, insurance coverage, office assignments and facilities management.
- Supervised staff of four who provided support to sales, marketing, executive, and accounting teams.
- Cut \$15K monthly food budget by 15 percent while still maintaining three fully stocked kitchens.
- Planned three large company events, including a two-day retreat, and kept them under budget.

*Prepared Firm Administrator, Madewell, Baker, and Lifton, Ltd.*, Houston, TX August 2006-June 2008

- Maintained day-to-day internal operations of \$19-million law firm with three office locations.
- Directed operations of secretarial staff, library, file room, mailroom, reception, human resources, computer network, and accounting.
- Managed all banking relations.
- Managed five professional staff members and 60 additional staff members.
- Collaborated with architects, designers, contractors, suppliers, and city officials on all build-out phases.
- Upgraded payroll system from manual to online ADP system.
- Wrote several Crystal reports on new system to improve data presented to management committees.

## INVOLVEMENT AND AWARDS

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Rawls Graduate Association August 2008-May 2010  
Accounting Society, University of Houston, President January 2004-May 2006