

Jessica Drew

703 Flint Ave. | Lubbock, TX 79409 | 809-742-4530 | rawlscmc@ttu.edu

Education

Texas Tech University, Rawls College of Business

Lubbock, TX

Bachelor of Business Administration, Information Technology

May 2023

- Concentration in Business Analysis
- GPA: 3.5
- Major GPA: 3.7
- Dean's List: Spring 2019 – Spring 2020

Work Experience

Stark Industries

Dallas, TX

IT Intern

May 2021 – August 2021

- Updated and redesigned employee training manuals by using a combination of Adobe Photoshop and Microsoft Word
- Created various data flow and process flow diagrams in Microsoft Visio and Microsoft Publisher
- Completed additional digital training sessions to take on more responsibility during the internship

Piggly Wiggly Supermarkets

Lubbock, TX

Support Desk Analyst

August 2020 – August 2021

- Served as primary point of contact between 9,000 users and the company's IT department
- Troubleshoot issues with point of sales, electronic data interchange, electronic funds transfer, workstations, and operational programs
- Assigned incidents to IT operations and software engineering specialists based on specialty of technician and the urgency of the issue

Campus Involvement

Association of Information Technology Professionals

August 2019 – Present

Technical Skills

Operating Systems

- Windows
- Unix/Linux
- Apple

Databases

- Microsoft SQL Server
- MySQL

Web Development

- HTML & CSS
- PHP
- Javascript
- ASP and .Net
- Joomla

Programming Languages

- Java

Jessica Jones

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EDUCATION

Texas Tech University, Rawls College of Business	Lubbock, TX
<i>Bachelor of Business Administration, Finance</i>	Expected Graduation: December 2022
<ul style="list-style-type: none">• GPA: 4.0• Concentration in Real Estate• President's List: Fall 2019	

FOREIGN STUDY

Texas Tech University, Rawls Center for Global Engagement	Barcelona, Spain
<i>Study Abroad</i>	January 2021 - May 2021
<ul style="list-style-type: none">• Studied business communication taught by Rawls College of Business faculty• Gained an understanding of the Spanish culture and strengthened Spanish speaking skills	

EXPERIENCE

Bank of America Merrill Lynch	Austin, TX
<i>Investment Banking Summer Analyst</i>	May 2021 - August 2021
<ul style="list-style-type: none">• Composed financial reports for superiors to present to clients• Developed financial Microsoft Excel models for valuations• Led a team of five interns for a mock client presentation	
 <i>Finance Management Intern</i>	 May 2020 - August 2020
<ul style="list-style-type: none">• Provided financial analysis, research and comparable company analysis for industrial companies• Prepared pitch books and management presentations for client meetings• Assisted with the data room and due diligence for a sell-side transaction	

LEADERSHIP EXPERIENCES

Tech Finance Association	September 2020 - Present
<i>Treasurer (December 2021 - Present)</i>	
<ul style="list-style-type: none">• Allocate funds exceeding \$20,000 toward educational and social activities• Project revenues for the organization and compile financial statements	
 Alpha Lambda Delta and Phi Eta Sigma	 August 2019 - Present
<i>Vice President (October 2020 - Present)</i>	
<ul style="list-style-type: none">• Organize 15 volunteer opportunities each semester• Plan networking events and bring in guest speakers for monthly meetings	

Miles Morales

703 Flint Ave., Lubbock, Texas 79409
(806) 742-4530 | rawlscmc@ttu.edu

Education

Texas Tech University, Rawls College of Business

Bachelor of Business Administration, Marketing

Lubbock, Texas
Graduation: May 2022

- Major GPA: 3.6
- Dean's List: Fall 2019 - Fall 2020

Texas Tech University, College of Human Sciences

Bachelor of Science, Retail Management

Lubbock, Texas
Graduation: May 2022

- Major GPA: 3.5

Work Experience

Staples Promotional Products

Sales Intern

Dallas, Texas
May 2020 - August 2020

- Participated in weekly client meetings and conference calls
- Analyzed data and created presentations aimed to support sales initiatives
- Utilized social networking to drive client business by 10 percent

Thacker Jewelry

Sales Representative

Lubbock, Texas
November 2019 - April 2020

- Initiated monthly, quarterly and annual sales and inventory reports
- Assisted customers with all purchases ensuring excellent customer service
- Supervised three employees and managed work schedules

HEB Grocery

Cashier

Lubbock, Texas
May 2019 - August 2019

- Managed a cash register containing over \$1500 each day
- Acclimated to working in a fast-paced environment with high customer traffic
- Assisted customers with finding items needed throughout the store

Awards and Honors

Sue Wesley Sewell Business Honors Scholarship

September 2020 - Present

The National Society of Collegiate Scholars

May 2020 - Present

Steve “Brett” Rogers

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EDUCATION

Texas Tech University, Rawls College of Business

Lubbock, TX

Bachelor of Business Administration in Marketing

May 2023

- Concentration in Sales
- Cumulative GPA: 3.74
- President’s Transfer Scholarship: August 2020 - Present

South Plains College

Levelland, TX

Associate of Science in Business

May 2020

- GPA: 3.9

WORK EXPERIENCE

Market Street

Lubbock, Texas

Cashier

September 2018 – Present

- Maintained a register consisting of over \$1700
- Conversed with customers in a friendly and professional manner while walking their groceries out to their car
- Collaborated with other departments during inventory to efficiently and accurately identify any inventory discrepancies

LEADERSHIP

Texas Tech University, Football Team

August 2020 – Present

Captain (August 2021 – Present)

- Lead and mentor 85 teammates on and off the field
- Balanced a weekly average of 30 hours of football activities with 12 hours of class

CAMPUS INVOLVEMENT

Students Helping to Increase Expansion of Local Developments

August 2020 – Present

- Lead a team of 6 students, collaboratively working with local organizations to develop plans for expanding into new markets or locations

Sam Wilson

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Education

Texas Tech University, Rawls College of Business	Lubbock, TX
<i>Bachelor of Business Administration, Marketing</i>	
<i>Bachelor of Business Administration, Management</i>	Graduation: December 2023
<ul style="list-style-type: none">• Cumulative GPA: 3.7• Minor in Spanish• Dean's List: Fall 2019	

Foreign Study

Texas Tech University, Rawls Center for Global Engagement	Honefoss, Norway
<i>Study Abroad</i>	May 2021 - July 2021
<ul style="list-style-type: none">• Lived with a host family and gained valuable multicultural experience• Took international marketing courses taught by Rawls College of Business faculty	

Experience

Cutting Edge Lawn Maintenance	Dallas, TX
<i>Owner</i>	May 2017 - August 2019
<ul style="list-style-type: none">• Provided efficient service to 30 residential customers by fulfilling landscaping requests in a timely manner• Diagnosed and corrected landscaping problems through service calls and other customer communications• Sold services to new and existing customers resulting in 10% growth of monthly revenue• Marketed and promoted the business using social media and local advertising sources• Maintained and balanced financial books while managing four employees	

Campus Involvement

Tech Marketing Association	May 2020 - Present
Delta Tau Delta	September 2019 - Present

Scott Lang

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EDUCATION

Texas Tech University, Rawls College of Business

Lubbock, TX

Bachelor of Business Administration, Management

Expected Graduation: May 2023

- GPA: 3.3
- Certificate in Leadership
- Concentration in Strategic Entrepreneurship and Innovation

RELEVANT COURSEWORK

Strategic Management

August 2021 - Present

- Understand strategic and tactical implications of decision-making within an organization
- Study the organizational pursuit of superior economic performance
- Evaluate relationships between organizations, industries and different environments

Managerial Communication

September 2020 - December 2020

- Assessed various leadership and communication challenges within a business
- Gained an understanding of communication principles, processes and complexities
- Analyzed technology usage and social media communication methods

WORK EXPERIENCE

Texas Tech University Health Sciences Center

Lubbock, TX

Student Assistant

October 2021 - Present

- Follow and comply with appropriate data collection processes and confidentiality
- Aid in various administrative duties to ensure the smooth operation of the office
- Assist the project evaluator with data collection as needed

Coca Cola Corporation

Houston, TX

Management Intern

May 2021 - July 2021

- Collaborated with supervisor to complete forecasting of labor hours for new hires
- Updated schedules and maintained adequate staffing levels
- Enhanced organizational skills by maintaining personnel files for 40 employees
- Planned three successful fundraising events which raised \$12,000

The Home Depot

Houston, TX

Summer Cashier

May 2019 - August 2020

- Provided quick and accurate checkout services to more than 50 customers each day
- Greeted customers and answer any questions they have in order to ensure quality service
- Aided customers in loading and transporting large purchases

Claire Temple

703 Flint Ave. Lubbock, TX 79409 | (806) 742-4530 | rawlscmc@ttu.edu

EDUCATION

Texas Tech University, Rawls College of Business

Lubbock, TX

Bachelor of Business Administration in Accounting

Master of Science in Accounting (application pending)

Graduation with MSA: May 2022

- GPA: 3.4
- Concentration in Audit
- Dean's List: Spring 2020 - Fall 2020

WORK EXPERIENCE

ABC Credit Union

Lubbock, TX

Audit Intern

December 2019 – Present

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

Olive Garden

Lubbock, TX

Server

August 2018 – December 2018

Collaborated with a team of 10 others servers to provide timely service to guests

- 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

LEADERSHIP EXPERIENCE

Accounting Leadership Council

August 2018 – Present

Vice President (January 2020 - Present)

- Coordinate 10 events each semester geared toward raising money for the organization and recruiting new members
- Host networking events to encourage professional relationship building between alumni and current members
- Direct an 8 officer cabinet and oversee weekly board meetings to ensure the smooth operation of the organization

Treasurer (January 2019 - December 2019)

- Prepared annual budgets, projected revenues, expenditures, and compiled financial statements in order to maintain financial transparency
- Collected and managed membership fees for more than 100 members each semester

HONORS

Omicorn Delta Kappa Honor Society

September 2019 – Present

Alpha Lambda Delta Honor Society

May 2019 – Present

Kamala Khan

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EDUCATION

Texas Tech University, Rawls College of Business

Lubbock, TX

Bachelor of Business Administration, Energy Commerce

May 2023

Honors College

- Energy Transaction Analysis Track
- Minor in Spanish
- Major GPA: 3.9
- GPA: 3.86
- President's List: Spring 2020, Fall 2021
- Dean's List: Fall 2020

FOREIGN STUDY

Texas Tech University, Rawls Center for Global Engagement

London, Paris, Munich, Vienna

Study Abroad

May 2021 – June 2021

- Earned credit for Global Energy Perspectives course, which was taught by Rawls faculty
- Visited the International Agency in Paris, France, studying nuclear energy
- Studied green energy in Munich, Germany, learning more about alternative forms of energy

WORK EXPERIENCE

Texas Tech University, Rawls College of Business

Lubbock, TX

Student Assistant, Career Management Center

August 2021 – Present

- Balance 20 hours of work a week while maintaining a 15 hour course load
- Cultivate relationships with students, employers, faculty, and administration
- Work as part of an 8-person office as the main support role for all office tasks

First American Bank

Lubbock, TX

Teller

October 2020 – May 2021

- Served as customers' primary contact regarding cash, checking, and saving services
- Transferred customer account information from old cataloging system into the new one
- Provided pertinent account information to all new customers

CAMPUS INVOLVEMENT

Energy Commerce Association

August 2020 – Present

Mentor (August 2021 – Present)

- Guide and inform younger, newer Energy Commerce majors, acting as their student support
- Attend meetings with industry professionals to better understand the field, discuss current industry topics and trends, and build a professional network

South Asian Student Association

May 2019 – Present

Alpha Lambda Delta & Phi Eta Sigma

Inducted March 2019

Matthew Murdock

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EDUCATION

Texas Tech University, Rawls College of Business | Lubbock, Texas

May 2024

Bachelor of Business Administration in Marketing

- Concentration in Sales
- Cumulative GPA: 3.74

Relevant Coursework

- International Marketing
- Personal Selling
- Consumer Behavior
- Marketing Research & Analysis

WORK EXPERIENCE

Froggy's Bodega | Lubbock, Texas

September 2021 – Present

Cashier

- Manage a register that consistently contained over \$500 cash each day
- Help customers find needed items throughout the store in a quick and friendly manner
- Acclimated quickly to working in a fast-paced environment with high customer traffic

Texas Tech University | Lubbock, Texas

August 2020 – May 2021

Department of Modern Languages Student Assistant

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

Devilish Desserts | Houston, Texas

Owner

May 2019 – August 2020

- Expanded regular clientele from 10 to 250 in 3 years by focusing on quality products and personalized service
- Provided friendly, one-on-one communications with customers to ensure repeat business
- Managed 2 employees and balanced all financial books

COMMUNITY SERVICE

Marsha Sharp Center for Student Athletes

January 2020 – Present

- Mentor young children and provide assistance with school work and life skills

SCHOLARSHIPS

Sue Wesley Sewell Business Honors Scholarship

August 2021 – Present

Outstanding Texas Freshman Scholarship

August 2020 – May 2021

Clint Barton

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EDUCATION

Texas Tech University, Rawls College of Business

Lubbock, TX

Bachelor of Business Administration in Accounting

May 2022

- Concentration in Business Analysis
- GPA: 3.2

Texas Tech University, Rawls Center for Global Engagement

Prague, Czech Republic

Study Abroad

May 2021 – July 2021

- Completed Income Tax Accounting course taught by Rawls business faculty
- Demonstrated proficiency in Czech while communicating with locals throughout daily interactions

WORK EXPERIENCE

Dr. Kate Bishop, Texas Tech University

Lubbock, TX

Tutor for Intermediate Accounting 2

September 2020 – Present

- Tutor five students a week by designing study plans and personal study strategies
- Create examinations to assess students' progress and isolate areas for further improvement academically
- Provide Dr. Bishop with weekly reports detailing improvements in students' progress and identifying problem areas in need of additional help

Matt Fraction Accountants

Dallas, TX

Intern

June 2020 – August 2020

- Updated and redesigned employee training manuals by using a combination of Adobe Photoshop and Microsoft Word
- Created various data flow and process flow diagrams in various programs, including Microsoft Visio and Microsoft Publisher
- Completed various digital training sessions independently to take on more responsibility during the internship

LEADERSHIP

Accounting Leadership Council

January 2019 – Present

Historian (August 2020 – Present)

- Document all events to help Webmaster showcase them on the organization's website to better promote the organization

CERTIFICATIONS AND ACHIEVEMENTS

Microsoft Office 2019 Excel Specialist Certification

May 2020

Eagle Scout

May 2016

Jennifer Thompson

Lubbock, TX 79416 | (940) 555-5555 | JennyThom@gmail.com

EDUCATION

Texas Tech University, Rawls College of Business

Master of Business Administration

Lubbock, TX

Graduation: May 2022

- GPA: 3.27

Midwestern State University, Dillard College of Business

Bachelor of Business Administration, Finance

Wichita Falls, TX

Graduation: August 2018

- GPA 3.16
- Dean's Honor Roll: Spring 2010
- Provost's Honor Roll: Fall 2010

PROFESSIONAL EXPERIENCE

Big Store Inc.

Lubbock, TX

Assistant Store Manager

December 2017 – Present

- Manager, hire and train new associates to facilitate the ever-changing customer needs
- Lead over 50 associates in a very fast-paced environment
- Shape the customer shopping experience within our store
- Meet and exceed monthly sales targets in each department
- Evaluate and strengthen merchandising operations to increase customer traffic
- Plan and pursue monthly team-based improvement activities to enhance employee relations

WIS International

Lubbock, TX

Inventory Manager

March 2017 – October 2017

- Recruited, hired and trained a team of 10 inventory counters
- Provided physical retail inventory service to both new and existing clients
- Established and maintained effective business relationship with clients in preparation for upcoming inventories
- Reviewed and analyzed service levels on a continuous basis, services included sell-service inventory, healthcare inventory, retail merchandising and space optimization
- Routinely drove routes as a bus driver

AT&T

Wichita Falls, TX

Customer Service Representative

September 2015 – January 2017

- Educated customers on services and products in a fast-paced environment
- Resolved bill queries and customer complaints
- Managed customer accounts through warm and cold calling

Morning Star Holdings Ltd

Nevis, West Indies

Accounting Clerk

February 2014 – July 2015

- Completed daily bank deposits
- Organized and updated filing system for all office activities

LEADERSHIP

College Mortar Board National Senior Honor Society

January 2015 – August 2016

Administration Liaison (January 2016 – August 2016)

Delta Sigma Pi (Professional Business Fraternity)

August 2013 – August 2016

Vice President of Finance (August 2015 – August 2016)

Carol Danvers

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EDUCATION

Texas Tech University, Rawls College of Business

Master of Business Administration, STEM

Lubbock, Texas

May 2022

- GPA: 4.0

Texas Tech University, College of Arts and Sciences

Bachelor of Science, Chemistry

Lubbock, Texas

May 2019

- Minor in Biology
- GPA: 3.1

WORK EXPERIENCE

Grace Healthcare System

IT Intern

Lubbock, Texas

September 2021 – Present

- Redesign training manuals in Microsoft Word to help new employees better navigate the company's systems
- Aid in the operation and maintenance of information systems with the targeted goal of facilitating system use
- Maintain and perform basic troubleshooting tasks with the data and voice network components

Dagget Pharmaceuticals

Research Assistant

Austin, Texas

July 2019 – August 2021

- Collected data on several case studies to test the impact of some of the company's newer products
- Presented the effects and development of Renuyu at a conference seminar, gaining the interest of several new investors
- Wrote three successful grant proposals, earning over \$400,000 to be used for further research

Roxxon Corporation

Customer Service Representative

Austin, Texas

May 2018 – July 2019

- Answered phones while simultaneously responding to email inquiries
- Communicated in a friendly and professional manner, often times resulting in repeat customers
- Mentored and trained new employees, focusing on strong one-to-one customer interactions to help further the company's brand

Carol Danvers

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Texas Tech University

Lubbock, Texas

Undergraduate Research Assistant

August 2017 – May 2018

- Designed over 10 monomer and dimer structures using 3D visualization software
- Conducted an analysis of orbital instabilities of acenes using Density Functional Theory and three-parameter B3-LYP
- Presented weekly updates to research team in order to interpret analysis and proceed with further calculations
- Completed training and earned certification for TTU Laboratory Safety and Chemical Hygiene

Senior Community Advisor

August 2016 – August 2017

- Coordinated the tasks of 13 community advisors and 156 residents
- Obtained Crisis Prevention/QPR Certification to help navigate sensitive situations or conflicts between residents
- Presented data and observations to University Student Housing committee on a biweekly basis in order to better the living situation of residents

CAMPUS INVOLVEMENT

Raider Pilots Association

August 2019 – Present

President (January 2020 – Present)

- Organize and run weekly group meetings
- Obtained pilot's license and helped other members practice in preparation for their own exam

Omega Delta Phi

August 2017 – May 2019

Internal Vice President (August 2018 – May 2019)

- Created and presented weekly financial and grade reports to the group
- Implemented new methods and strategies for collecting dues and other fees from members of the group

SCHOLARSHIPS

Continuing Education Scholarship

August 2019 – Present

Outstanding Texas Freshman Scholarship

August 2014 – May 2015