**Gregory Global** gregory@global.net | Fayetteville, AR | (123) 456-7890 | linked.com/in/gregglobal

**SKILLS**

Excellent written and oral communication skills, including fluency in English and Spanish

Microsoft Office proficient level: Excel, Word, PowerPoint, Access

Adobe Creative Cloud intermediate level: Photoshop, INDesign, Adobe Spark

**EDUCATION**

**University of Arkansas, Sam M. Walton College of Business Fayetteville, AR**

*Bachelor of Science in International Business Expected May 2020*

* Major: Management, Minor: Spanish

**Universidad de Antonio Nebrija Madrid, Spain**

*Study Abroad May 2018 – July 2018*

* Completed 12 credit hours of advanced Spanish language and culture courses
* Navigated to cities across Spain for personal travel while staying within a budget of $60 USD per day

**EXPERIENCE**

**Anheuser-Busch Madrid, Spain**

*Sales Intern January 2019 - May 2019*

* Created business intelligence data-based systems to maintain and track KPIs and performance
* Oversaw design and implementation of a country-wide print marketing campaign with Spain’s largest sports newspaper, read by over 2,000 people per day
* Developed a 2-day training course for 32 business development representatives and 15 key account managers, including a 23-slide PowerPoint presentation, 46-page training manual, and 2 team-building activities

**University Programs, University of Arkansas Fayetteville, AR**

*Comedy Chair August 2018 - December 2018*

* Scheduled monthly meetings and planned agendas for 23 students serving on comedy committee
* Supervised selection and booking of comedians while overseeing a budget of $5000 for events each semester
* Designed graphics and flyers using Canva and Adobe Spark to advertise events hosted by comedy committee, increasing attendance from 30 students per event to over 75 per event within one year

**Olive Garden Jonesboro, AR**

*Server/Host January 2014 - August 2016*

* Provided outstanding customer services to 50+ guests per shift in a fast-paced and demanding restaurant location
* Utilized strong communication skills to clarify complex orders and managed customer complaints efficiently
* Up-sold companion food items and promoted restaurant specials earning additional 10% shift revenue

**Self-Employed Jonesboro, AR**

*Child Care Professional August 2010 - August 2016*

* Received training in first aid and CPR for emergency situations with children ages 18 months - 6 years
* Regularly oversaw care, safety, and meal preparation for 3 children for 2 different families

**LEADERSHIP**

**International Students and Scholars Office, University of Arkansas Fayetteville, AR**

*Spanish Conversation Partner August 2018 - Present*

* Led more than 100 non-Spanish speakers in developing writing, listening, speaking, and comprehension skills

**Latino Entrepreneurship and Business Association, University of Arkansas Fayetteville, AR**

*Member October 2017 - Present*

* Attend 2-3 meetings per semester to network with fellow students and professionals around Northwest Arkansas
* Boosted membership by 15% by advertising organization to students at Razorbash event each Fall semester