

Your First and Last Name

(555)-555-5555

email@dukes.jmu.edu

Harrisonburg VA

EDUCATION

James Madison University (JMU)

Bachelor of Business Administration in Business Management

Minor in Human Resource Development

GPA: 3.65

Harrisonburg, VA

May 20XX

RELEVANT EXPERIENCE

The TJX Companies, Inc.

Distribution Human Resources Intern

Bridgewater, VA

May 20XX-August 20XX

- Completed a process improvement project over the course of 3 months which was presented to the distribution executive team during the final week
- Supported the learning and development team with new hire orientations
- Collaborated with HR Communications to promote the social media presence with postings, flyers, and electronic advertisements
- Engaged in a 12-week training program to develop knowledge and skills in successful employee relations and recruiting

JMU College of Business, JMU

Project Management Teaching Assistant

Harrisonburg, VA

August 20XX-December 20XX

- Facilitated biweekly study group sessions, and exam reviews throughout the semester
- Provided feedback to students on assignment grades, and answered content-related questions
- Delivered communication online via Canvas messages and emails

RELEVANT COURSEWORK

Integrated Functional Systems

Class Member

Harrisonburg, VA

January 20XX-May 20XX

- Completed a 12-credit course which integrated finance, management, marketing, and operations
- Designed and constructed a viable business plan with a team of four students
- Presented the finalized business plan to a panel of 4 college of business professors, receiving feedback

CAMPUS INVOLVEMENT

Phi Gamma Nu Professional Development Organization, JMU

Active Member

Harrisonburg, VA

September 20XX-Present

- Participate in a variety of professional, social, and philanthropic events including guest speaker presentations, resume workshops, mock interviews, and community outreaches
- Network with other College of Business students and alumni

Society for Human Resource Management, JMU

Harrisonburg, VA

Secretary

January 20XX-Present

- Engage in opportunities to expand HR knowledge and meet other professionals within the same field
- Maintain communication with members through Canvas and email regarding point requirements, and upcoming events

SKILLS

Microsoft Office (Excel, PowerPoint, Word, Teams)

SPSS Programming