

DOLLEY MADISON

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OBJECTIVE To obtain a position in the import/export industry and utilize my international business knowledge.

EDUCATION JAMES MADISON UNIVERSITY, Harrisonburg, VA
Bachelor of Business Administration, December 2011
Major: International Business, Marketing Concentration *Minor: Spanish*
Financed 60% of education

CAREER RELATED EXPERIENCE

International Fraternity of Delta Sigma Pi, JMU, Harrisonburg, VA 2008-2011

Committee Head of Interchapter Relations

- ◆ Served as liaison between regional chapters
- ◆ Coordinated social, fundraising and consulting events
- ◆ Organized a gathering of two chapters for 60 attendees
- ◆ Coordinated committee meetings and discussions

Committee Head of Alumni Activities

- ◆ Maintained and updated records for more than 500 chapter alumni
- ◆ Gathered and wrote articles for newsletter
- ◆ Organized and assembled newsletter for printing
- ◆ Distributed newsletter to 500 alumni, 3 times per semester
- ◆ Assigned responsibilities to a committee of 5

International Business Club, JMU, Harrisonburg, VA 2009-2011

Newsletter Committee Head

- ◆ Wrote article relating to topics and activities concerning international business majors
- ◆ Designed and sent newsletter to all international business majors twice a semester
- ◆ Coordinated activities and assignments of other committee members

Integrated Functional Systems Course, COB 300 Business Plan Spring 2010

- ◆ Worked in a team with 4 other students to develop a comprehensive, 30 page professional business plan
- ◆ Carried process from brainstorming and logistical stages into functionality and execution

LEADERSHIP

- ◆ Supervised 6 employees on various functions in busy retail environment
- ◆ Maintained productivity of employees supervised
- ◆ Trained new employees on areas of responsibility, customer service and policies and procedures

COMMUNICATION

- ◆ Handled all special customer service complaints and requests in an efficient and pleasant manner
- ◆ Made 30-40 phone calls per night to solicit funds
- ◆ Maintained and communicated a daily roster of all duties and activities to be performed
- ◆ Interacted with customers from a variety of backgrounds and provided excellent customer service

WORK HISTORY JMU Greater University Fund, Harrisonburg, VA, September 2008-May 2011
Food Lion, Inc., Fredericksburg, VA, Summers 2008-2011

ACTIVITIES Habitat for Humanity, Harrisonburg, VA, Fall 2009 – Spring 2011
Marching Royal Dukes, JMU, Harrisonburg, VA, Fall 2005 – Fall 2009