

Student Name

8766 Royal Street
Fargo, ND 58102
Home: (701) 555-5933 E-mail: Student.Name@yahoo.com

Social Security Number: 555-55-5555
Citizenship: United States

Federal Civilian Status: N/A
Veteran's Preference: 5 Points

Objective

International Trade Specialist (GS-1140-05.12)
Commerce/International Trade Administration, Announcement C/ITA/01020.CAH

Qualifications & Skills:

Graduate student in Business Administration with hands-on experience and strong academic training. Skilled in analyzing complex data, preparing summaries, and drawing specific conclusions. Experienced in organizing and supporting diverse trade programs, including international buyer programs, trade missions, and trade fairs. Excellent writer with experience organizing and developing international marketing campaign tools. Well developed oral communication skills with a demonstrated ability to interact well with others at all levels.

- **Knowledgeable of U.S. Commerce Department activities and resources.** Served as an intern for the U.S. Department of Commerce. Updated the Client Management System and prepared market research studies.
- **Multi-lingual.** Fluent in English. Can speak and read in Spanish. Academic training in cultural issues in businesses abroad.
- **Trade research/information specialist.** Located sources, distributors, wholesalers, sellers, and buyers. Knowledgeable of trade resources, procedures, and programs, as well as foreign trade and government regulations and policies. Well-versed in the availability, interpretation, and application of international marketing data.

Education

MBA, North Dakota State University, Fargo, ND, expected Dec. 2008 (completed 28 credit hours)

BS, Criminal Justice & Spanish, North Dakota State University, Fargo, ND, May 2004
Academic Honors: (3 Semesters)

Diploma, Hatton High School, Hatton, ND 1999

Employment History

Marketing Specialist Intern

ABC Company
200 Job Road, Suite 100, Minneapolis, MN
Supervisor: Boss Smith, (555) 444-4324, (may be contacted)

August 2004 – Nov.2004
30 hours/week
Salary: Non-paid

Received, analyzed, and assessed demographic data, and disseminated information using Microsoft Excel.

- **Updated the Client Management System (CMS).** Focused on medical, biomedical, and pharmaceutical companies.
- **Conducted market research.** Participated in a market research study of five Latin American countries (Brazil, Argentina, Peru, Panama, and Mexico). Prepared an overall summary and conclusion highlighting future trade potential with the United States.
- **Served as point of contact.** Responded to email questions and complaints regarding local and foreign businesses.

Temporary & Part-time Positions during College

June 2001 to September 2006

Bookkeeper/Office Administrator

W.D. Pattern Fargo, ND. 58102
Supervisor: Boss Smith, (701) 555-5500
May contact.

4/06 to 9/06
End: \$11:00 per hour
Start: \$10:00 per hour
15-20 hours per week

Served as the accountant and office manager for small business. Provided the full range of bookkeeping and administrative services including creating financial statements (using Quickbooks Pro software), maintaining all files and records, serving as the receptionist and responding to all customer queries, and providing all secretarial services.

Recent Accomplishments

Designed a marketing survey to analyze and predict sales trends for use by the Arlington Regional Trade Association.

Named Employee of the Month in January 2006 for superior performance and team leadership.

Professional Development

ROTC, North Dakota State University, Fargo, ND, 2001-2006
Controlled Dangerous Substances, NDSU, Fargo, ND, Winter 2006
Hazardous Materials Training, Holiday Inn, Fargo, ND, Fall 2005

Computer Skills

Microsoft Windows, Microsoft Office, SPSS, scanning technology, Internet searches

Languages

Fluent Spanish – Bicultural

Course Listing

North Dakota State University, Fargo, ND

Principles of Accounting I	3
Principles of Accounting II	3
Intermediate Accounting I	3
Intermediate Accounting II	3
Income Tax Accounting	3
Advanced Tax Accounting	3
Cost Accounting	3
Fund Accounting	3
Auditing Theory and Practice	3
Business Law	3

30 accounting credits

Intro. to Business and Management	3
Personnel Management	3
Introduction to Computers	3
Concepts in Computing	3
Fundamentals of Economics	3

Introduction to Computer Science	3
----------------------------------	---

18 business credits