**Steve Resume Doe**

1315 Oakwood Ave Raleigh, NC 27610 Cell: (xxx)xxx-xxx email@st-aug.edu

**EDUCATION**

**Saint Augustine’s University Raleigh, NC**

*Bachelor of Science*, Major: Business Administration

GPA: 0.0/4.00

Expected Graduation: May 2021

**Relevant Coursework**: Strategic Management, Sales, Microeconomics, Management Information Systems, Organizational Behavior, Quantitative Methods, Business Calculus.

**Honors & Awards**: Dean’s List (FA ‘XX, SP ‘XX, FA’XX), Athletic Scholarship,

**EXPERIENCE**

**Organization Name Alexandria, VA**

*Position*Month 2000 - Month 2020

* xxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**Organization Name Raleigh, NC**

*Position*  Month 2000 - Month 2019

* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**LEADERSHIP & PROFESSIONAL DEVELOPMENT**

**NCAA Division II Athlete,**

Saint Augustine’s University, Basketball Team, Point GuardAugust 2017 - Present

* An action verb statement about your leadership on the team

**Deans Lecture Series Program**

*Participant* 2019-2020

* What development session have you gone to…Speaker that delivered info
* xxxxxxxxxxxxxxxxxxxxxxxx

**Something Something Club**, *Vice President*  January 2019 - Present

* Developed a strategy to reestablish the NABA Chapter on SAU campus within a month
* Strategize ways to initiate funding within the time limit of a month
* Schedule chapter events for the coming semester

**TECHNICAL SKILL**

MS Word, MS Excel, MS PowerPoint, MS Internet Explorer, MS Publisher