**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

Management trainee position in the retail industry.

**Summary**

* More than three years’ experience in retail and food management
* Retail internship with Walmart
* Magna Cum Laude graduate with BBA in Management

**Education**

**Bachelor of Business Administration in Management, May 2023**

**Illinois State University, Normal, Illinois**

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

**Courses included:**

Strategic Management Personnel Planning and Selection

Organizational Decision Making Compensation and Performance Appraisal

New Venture Creation Business Data Communications

Quality Assurance Staffing and Selection

**Experience**

**Retail Internship, August 2022-Present**

**Walmart, Bloomington, Illinois**

* Responsible for stocking and floor management for softlines
* Developed inventory tracking reports on a monthly basis
* Participated in annual inventory, including preparation for first barcode reporting

**Swing Shift Manager, August 2020-August 2022**

McDonald’s Restaurant, Bloomington, Illinois

* Management of 12 to 16 employees during an eight-hour shift
* Responsible for customer service and overall satisfaction
* Awarded Employee of the Month three different times
* Began as counter person and promoted to management position within 8 months

**Activities**

* Vice President, AMA Student Chapter, 2022-2023
* Secretary, Beta Gamma Sigma honors society, 2022-2023
* Dorm Resident Assistant, 2021-2023

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