

Tuffy Titan

Phone Number | Email | City, State | LinkedIn Profile URL

EDUCATION

California State University, Fullerton

Expected: Month 20XX

Bachelor of Arts in Business Administration

Dean's List: Fall 20XX – Spring 20XX

COURSE PROJECTS

Market Research Analysis

Month 20XX – Month 20XX

Principles of Macroeconomics

- Conducted extensive market and analyzed macro-economic trends over a 10 year period to gain a firmer understanding of global marketplace
- Evaluated 2 business scenarios utilizing market research and analysis to determine opportunity cost in decision-making

Business Plan Proposal

Month 20XX – Month 20XX

Business Writing

- Collaborated with a team of 4 peers to create a proposal and business plan for an international business opportunity to generate new marketing distribution channels
- Facilitated 20 minute business plan presentations of to a class of 30 peers communicating potential of opportunity

WORK EXPERIENCE

Restaurant Company Name, City, State

Month 20XX – Month 20XX

Job Title Server

- Trained 2-3 employees monthly on job duties including taking customer orders, collaborating with kitchen staff, and processing final payments to guarantee consistency in service and procedures
- Optimized customer experience by attending to customer needs, delivering efficient service, and maintaining positive, upbeat attitude for guest satisfaction
- Utilized personal menu recommendations to up sell customer orders resulting in 10% increase in sales
- Prepared itemized checks with total meal costs and sales tax to ensure accuracy and proficiency while processing final payment, resolving any discrepancies

VOLUNTEER EXPERIENCE

Community Organization Name, City, State

Month 20XX – Month 20XX

Volunteer

- Led fundraising efforts that raised \$5,000+ to support community programs and outreach initiatives
- Communicated with visitors to provide directional advice, answer to common questions and delivered an exceptional experience with nature to support park operations
- Learned various subject matters such as nature, education, and restoration techniques to become proficient in all topics
- Assisted in organizing monthly events that increased volunteer participation by 30% over one year
- Planned and facilitated educational workshops for 150+ participants, increasing community

SKILLS

- Language: Proficient verbal and written communication in Korean and Spanish
- Technology: Proficient in Microsoft Suite (Excel, Outlook, Publisher), Google Docs, Canva, and Zoom