

# Moe Mentum

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## EDUCATION

**The University of North Carolina at Charlotte**, Charlotte, NC

May 20XX

Candidate for B.S.B.A. in Marketing

GPA: 3.6

## RELEVANT COURSEWORK

Introduction to Business and Professional Development; Introduction to Business Computing; Principles of Accounting 1

## WORK EXPERIENCE

**Target**, Huntersville, NC

September 20XX – Present

*Store Associate*

- Sort and organize merchandise to maintain the order and organization of various floors
- Train 20 new employees, track inventory, and respond to customer inquiries
- Stage store displays of clothing, household items, and décor, creating

**Office of Education Abroad, UNC Charlotte**, Charlotte, NC

January 20XX-May 20XX

*Office Assistant*

- Assisted faculty and staff with creating students' files, entering application onto the database, and reviewing post-acceptance documents
- Processed students' advising agreements with careful attention to detail to ensure smooth communication of grades
- Encouraged students to learn and understand more about study abroad programs

**Door Dash**, Charlotte, NC

July 20XX – January 20XX

*Dasher*

- Fulfilled 200+ orders per shift, ensuring timely delivery and excellent customer service
- Planned efficient routes using software to deliver food to customers in a timely manner

## VOLUNTEER EXPERIENCE

**International Student Scholar Office, UNC Charlotte**, Charlotte, NC

August 20XX-September 20XX

*Volunteer*

- Collaborated with event stakeholders to help set up the game area, provided presentations inside the Earth Balloon, and cleared tables and chairs, ensuring an enjoyable and educational experience for participants
- Assisted exchange and international students with check-in, effectively welcoming them to campus
- Assisted faculty and staff in handling international students' work visa and immunization records

## CAMPUS INVOLVEMENT

UNC Charlotte American Marketing Association, *Member*

September 20XX-Present

A Moment of Magic at UNC Charlotte, *Member*

August 20XX-Present

## PROFESSIONAL DEVELOPMENT ACCOMPLISHMENTS

**Marketing & Communication, NSW Government**

October 20XX

Job Simulation Virtual Experience on Forage

**Careers in Tourism: Event Operations, Moreton Bay Regional Council**

September 20XX

Job Simulation Virtual Experience on Forage

## LANGUAGE SKILLS

Spanish (Intermediate)