

JOHN SMITH

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CAREER OBJECTIVE

To promote company growth by providing management, marketing, and finance knowledge and skills acquired through graduate level educational preparation and work experience in business environments.

EDUCATION

Southeastern Louisiana University, Hammond, LA

Master of Business Administration December 2015

- Major Coursework: Business Policy and Strategy, Organization Theory and Behavior, Business Research, Marketing Communications, Financial Policies, Financial Institutions Management, Managerial Economics, Accounting for Business Decisions

Bachelor of Science, Industrial Technology; concentration in Supervision July 2013

PROFESSIONAL SKILLS

- Strong knowledge base in principles and applications of management, marketing and finance.
- Excellent interpersonal skills with ability to interact effectively with others to achieve results.
- Highly self-motivated, energetic leader and team member with commitment to exceeding goals.
- Ability to manage multiple projects successfully and meet deadlines working under pressure.
- Exhibited effective critical thinking skills in analyzing problems and developing solutions.
- Computer skills in office applications, multimedia presentation, and desktop publishing.

WORK EXPERIENCE

Graduate Assistant: January 2015 – December 2015

Campus Activities Board (CAB), Southeastern Louisiana University

Assisted CAB coordinator in planning and implementing CAB special events and programs for students, including processing contracts for entertainers and speakers, marketing events through various social media and other venues, and other promotional efforts, and assisting with event set up and take-down. Monitored CAB event expenditures, including purchase requisitions and service requests.

Graduate Assistant: August 2013 – December 2014

College of Business Computer Lab, Southeastern Louisiana University,

Assisted students and faculty with hardware, software, and Internet problems. Wrote purchase requisitions and service/repair forms, and scheduled work hours. Supervised lab assistants in operations and special projects. Provided web page support for the College of Business Microcomputer Lab.

Sales Associate: May 2012 – July 2013

Best Buy, Metairie, Louisiana,

Initiated sales and ensured customer satisfaction by demonstrating genuine interest in customer needs and questions. Responsible for troubleshooting and arranging for repair of computer problems of customers. Performed sales transactions, deposits, and closing and balancing functions.

ACTIVITIES AND AWARDS

Student Government Association, Kappa Alpha Fraternity, Gamma Beta Phi, Thirteen Club honors recognition, Dean's List, President's List