CARL CLASS

28 Trojan Way | Petersburg, VA 23806 |carl.classproject@vsu.edu | (111) 555-5555

EDUCATION

Virginia State University, Petersburg, VA

Bachelor of Science in Management; Concentrations in Finance and Economics; Minor in Political Science **Cumulative GPA: 3.25**

RELEVANT COURSES

Investments, Micro/Macro Economics, Accounting, Essentials of Information Technology, Economics of Money, Banking, and Financial Markets

Copenhagen Business School, Copenhagen, Denmark

Study Abroad Program

EXPERIENCE

Virginia State University Office of Student Activities, Petersburg, VA

Director's Office Assistant

• Conducted research requested by faculty members, answered phones, photocopied, and organized the mail

Middelfar Sparekasse, Copenhagen, Denmark

Research Project

- Analyzed the Danish bank's system of self-management in a group project with four Scandinavian students for an Organizational Behavior class
- Conducted interviews and extensive research to determine the pros and cons of self-management and whether it would apply to larger banking systems or the expansion of Middelfar Sparekasse
- Provided report to the bank leadership suggesting ways to improve the existing system of selfmanagement

Golf Galaxy, Salt Lake City, UT

Customer Service Employee

• Conducted floor sales of golf equipment, answered phones and was involved in sales and cashier training

Utah Gubernatorial Campaign, Salt Lake City, UT

Scott Matheson Candidate Volunteer

- Conducted phone banking, registered hundreds of voters, organized invitations to events, and recorded and transcribed public debates
- Prepared packets for distribution, registered voters, compiled information, and stored in databases using Excel

EXTRACURRICULAR ACTIVITIES

Alpha Alpha Fraternity, Treasurer
Ukrops Monument 10K, Avid Runner, Participant
Virginia State University Majors Club
2019-Present

SKILLS

- Superior verbal and written communication and conversational Spanish
- Proficient in Microsoft Word, Excel, PowerPoint, and Database Research
- Analytical/quantitative, technical, and problem-solving skills
- Strong work ethic

Summer 2019

Summer 2018

May 2022

Spring 2020

Fall 2019

Fall 2019