

JOHN JONES

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EDUCATION

Lander University	Greenwood, SC	Anticipated: Fall 2025
Bachelor of Science in Business Administration		GPA: 3.56
Dean's List: Spring 2025		

RELEVANT COURSEWORK

Financial Accounting	Managerial Economics	Strategic Management
Principles of Marketing	Business Law	Organizational Behavior

SKILLS

- Microsoft Excel, PowerPoint, Word
- Google Workspace
- Language: Fluent in Spanish

RELEVANT EXPERIENCE

Lander University	Greenwood, SC	09/2023-05/2024
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Student Ambassador

- Provided administrative support including scheduling, data entry, and email communication
- Maintained student records and assisted professors with grading and materials preparation
- Organized and promoted business student events, increasing student participation by 25%

OTHER WORK EXPERIENCE

Walmart; Cashier	Greenwood, SC	01/ 2022-08/2023
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- Handled cash, credit, debit, and mobile payment information

CAMPUS INVOLVEMENT

TRIO

- Serve as a friendly, knowledgeable first point of contact
- Create a welcoming, inclusive environment
- Answer questions about academics, campus life, and student services

Orientation Leader	Fall 2024
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- Led campus tours and explain building functions
- Presented information on academic expectations, policies, and campus resources