

# JOHN JONES

Abbeville, SC | (864) 222-1234 | [jwjones@gmail.com](mailto:jwjones@gmail.com) | [www.linkedin.com/in/johnwjones](http://www.linkedin.com/in/johnwjones)

## 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

### 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

- 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

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