



Resume Sample - Supply Chain Management Major

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VINCENT DELNADO

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EDUCATION

Auburn University | Auburn, AL
Bachelor of Science in Business Administration | May 2017
Professional Option: Supply Chain Management
GPA: 3.2/4.0

Margins: 1”
Name: Cambria 20 pt
Section Headings: Cambria 12 pt
Content: Cambria 12 pt

EXPERIENCE

Law Office of Mark McMillian | Auburn, AL
Office Assistant | August 2014 - Present

- Communicate clearly and effectively with clients when scheduling appointments
- Accurately log client information and communications in office database
- Observe meetings with clients and court hearings to enhance understanding of the legal process

Merry Apple City Pool | Merry Apple, NY
Head Lifeguard | May 2014 – August 2014
Lifeguard | May 2013- August 2013

- Trained 15 rookie lifeguards in safety procedures, pool rules and rescue techniques
- Ensured safety of pool patrons through constant supervision and enforcement of rules
- Led pool safety course for 25 children ages 6-12

ACTIVITIES

Alpha Kappa Psi Business Fraternity | September 2014 – Present
Habitat for Humanity Volunteer | January 2014 - Present
Freshman Leadership Program | August 2013 - May 2014

SKILLS

Computer: Advanced proficiency in Microsoft Office (Word & PowerPoint), Intermediate proficiency in Microsoft Office (Excel)
Language: Intermediate proficiency in Spanish
Personal: Strong leadership and organizational skills