NATALIE DIXON

Present:
657 Almond Street
Erie, PA 16502
814-555-7301

natalie_dixon21@hotmail.com

Permanent:
1818 Jefferson Avenue
Apollo, PA 15613
724-555-3918

OBJECTIVE: A management trainee position with National City Bank.

EDUCATION:

Bachelor of Science in Business Administration May 2003
Gannon University Erie, PA
GPA: 3.85

HONORS:

Gannon University Academic Scholarship
Alpha Sigma Alpha Leadership Scholarship
American Legion Post 100 Scholarship
Who's Who in American Colleges, 2000

This is a good format for any Business-related major!

RELATED COURSEWORK:

Business Policy
International Management
Sales Force Management
Consumer Behavior
Management Science
Professional Communications

INTERNSHIP EXPERIENCE:

Plastek Industries Erie, PA
Accounting Clerk January 2002 - Present

- Update and created capital expenditure spreadsheets.
- Collaborate with accountants in audit preparation.
- Purge old documents and files.
- Assist in accounts payable, receivable, and bank reconciliations.

MRO Buyer August – December 2001

- Purchased machine parts, maintenance and office supplies for highly repetitive manufacturing facilities, and corporate offices.
- Maintained service contracts with multi-plant locations.
- Assisted lead buyers in collecting proper usage and technical information.

SKILLS:

- Excellent written and oral communication skills.
- Strong organizational and leadership skills.
- Knowledge of software, including Microsoft Word, Excel, and PowerPoint.
- Confident, with effective interpersonal skills.

ACTIVITIES:

Alpha Sigma Alpha National Fraternity Spring 2001 - Present

- Chaired sorority rush committee resulting in the largest pledge class in twenty-seven years.
- Coordinated sorority participation in fund raising activities resulting in two campus wide first place awards.
- Chaired sorority committees including charity and finance, and public relations.
- Served on Executive Board as Alumni Secretary and maintained a healthy personal and business relationship with alumni.

Gannon's Student Government Association Fall 2001 – Present

- Served as a student representative

Martin Luther King Center Spring 2000 – Fall 2001

- Tutored disadvantaged students

REFERENCES: Available upon request.