

Anita Job

Street Address ● Crookston, MN ● Phone ● professional@email.com

EDUCATION

Bachelor of Manufacturing Management

University of Minnesota Crookston (UMC), Crookston, MN

Month YYYY

GPA: ## / 4.0

- Minor in Accounting

RELATED EXPERIENCE

Internship: Philadelphia Macaroni, Grand Forks, ND

9 weeks: Summer YYYY

- Managed demand and supply planning, performance, requirements and risk
- Analyzed supplier network, agreements and performance
- Scheduled and monitored production activities to produce, test, package and deliver
- Monitored customer order through delivery, payment and reverse distribution
- Inventory management with end-to-end distribution services
- Represented manufacturing on specific projects teams with Leadership
- Assisted in equipment/system troubleshooting efforts and improvements as identified
- Collaborate with cross functional business partners to highlight areas of potential value

LEADERSHIP EXPERIENCE

Vice President

January YYYY - Present

Accounting and Finance Society, UMC, Crookston, MN

- Organize fundraising efforts with notable success in exceeding targeted goal by 15% by second quarter
- Recruited students to join student organization

First Year Eagle Peer Mentor, UMC, Crookston, MN

July YYYY – Present

- Helped first year students to become acclimated to their new life as university students

OTHER WORK EXPERIENCE

Server

December YYYY - Present

RBJ's, Crookston, MN

- Demonstrate excellent communication skills while greeting and assisting guests
- Build rapport through efficient, prompt, and friendly service
- Maintain up-to-date knowledge of menu items and specials to provide educated suggestions to improve guests' dining experience

SKILLS

MS Office (all editions) QuickBooks, Social Media

VOLUNTEER /COMMUNITY INVOLVEMENT

Volunteer, Humane Society of Polk County, Crookston, MN

April YYYY - Present



Career Services
Student Success Center
270 Owen Hall
2900 University Ave
Crookston, MN 56716