

JOE SALES

785.864.3624 • SalesJoe@ku.edu • Lawrence, KS

EDUCATION

Bachelor of Science in Business Administration; Bachelor of Science in Chemistry Expected August 20xx
The University of Kansas Lawrence, KS
GPA: 3.98

Certificate in Professional Selling

- Completed coursework and experiential activities to develop skills in building enduring client relationships, analyzing customer needs, and presenting buying options to facilitate effective purchase decisions
- Competed in a team of five representing The University of Kansas against 23 schools from around the country in The Indiana University National Team Selling Competition; analyzed a case and presented to judges placing 2nd

PROFESSIONAL EXPERIENCE

Formulation Technician I May 20xx - August 20xx
Merck, Pharmaceutical Development Division Kansas City, KS

- Assisted in development of new formulations and improvement of existing products by gathering, sanitizing and inspecting raw materials, preparing equipment for operations, and monitoring processes
- Maintained accurate batch records and communicated with team to resolve any production, quality or safety issues

Front Office Medical Staff September 20xx - May 20xx
Providence Healthcare Lawrence, KS

- Worked closely with medical staff to triage patient concerns; recognized for handling complex and sensitive situations with diplomacy and tact
- Managed phone calls in a fast-paced medical office while maintaining records of confidential patient information

Retail Sales Associate/Customer Service May 20xx - September 20xx
Gap, Inc. Lawrence, KS

- Developed strong client base by listening to customer needs and recommending appropriate merchandise
- Recognized for consistently exceeding monthly sales quota; three times winner of monthly sales award

LEADERSHIP ACTIVITIES & INTERNATIONAL TRAVEL

Events Coordinator May 20xx - Present
American Association of Pharmaceutical Scientists Lawrence, KS

- Led The University of Kansas Student Chapter events committee group
- Created and implemented a new fundraising event and planned percentage nights to raise \$750 for student workshops; achieved fundraising goal in one semester
- Organized meetings and outreach events to facilitate discussions regarding pharmaceutical industry and provide networking opportunities for students; increased event participation by 18%

Team Captain May 20xx - August 20xx
The University of Kansas Intramural Soccer Lawrence, KS

- Served as the team's spokesperson at games
- Informed teammates of intramural sports policies and procedures to ensure team compliance

Independent Travel September 20xx - July 20xx

- Traveled to Singapore, Philippines, Thailand, Cambodia, Malaysia, Australia, and South Africa exercising extensive problem-solving and cross-cultural communication skills

HONORS & AWARDS

Participant, The Harvard Business School Summer Venture Program (competitive admissions), Summer 20xx
\$10,000 School of Business Exceptional Student Scholarship Winner
\$5,000 Diversity, Equity, & Inclusion Students in STEM Scholarship Winner