

Rodger Lee

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Objective

Energetic Business Management undergraduate student looking for an internship in business administration or any level of management. Proficient in critical analysis, being a leader, as well as collaboration and communication to complete a task or project.

Education

Bachelor of Science in Business Management Expected Graduation 20xx
University of Wisconsin - Parkside Kenosha, WI
Concentration - General
GPA - 3.76
Dean's List 20xx

Experience

Entry-Level Business Administrator January 20xx – December 20xx
U-LINE Kenosha, WI

- Assisted in developing human resources policies for hiring seasonal interns
- Created training for seasonal interns, as well as a variety of other departments
- Developed an efficient communication process between all levels of management
- Increased retention rate of interns by 15% through an increase in communication and improving policies

Business Administrator Intern June – September 20xx
Snap-On Kenosha, WI

- Reviewed work policies and assured that they complied with current laws
- Edited the company's handbook with up-to-date information and made sure people could read and understand clearly
- Increase employee satisfaction by 20% due to improved company policies and handbook

Campus Involvement

Senator September 20xx to June 20xx
Student Government Kenosha, WI
Member September 20xx to June 20xx
The Literacy Club Kenosha, WI