

Michael Scott

msscott@dundermifflin.com ● 123 456 1234 ● linkedin.com/in/msscott/

Strategic, resourceful, and adaptable individual with strong communication and interpersonal skills. I lead with a balance of integrity, focus, and compassion. I use a knowledge in business administration as well as various cross-cultural experiences to add value and bring results to my work and responsibilities.

Education

University of Scranton

Bachelor of Science: Business Administration

April 2017

Work Experience

Condo Studios - Associate

August 2017 - May 2018

Worked & Excelled in all facets of the interior design business and its processes.

- Collaborated with designers to ensure budget management and supply purchasing for custom furniture
- Provided ongoing communication with contractors & clients via face to face, phone, and digital platforms
- Created marketing, branding and advertising for use on multiple social media sites
- Created and designed a brand lifestyle website from the ground up
- Constructed and fabricated custom furniture pieces during peak seasons

Sabre - Sales Associate

April 2016 - January 2017

Retail sales associate at the Sabre Store.

- Utilized extensive knowledge and experience as a paper salesman to provide outstanding service to customers
- Communicated with a wide variety of customers and adapted to their needs in order to set them up with the correct product
- Organized and facilitated monthly events aimed at introducing beginners to the world of Sabre technology

Schrute Family Farm Maintenance Internship

Summer 2015

Maintenance department at Schrute Family Farm. Daily tasks included anything that needed fixing in a 600-acre property.

- Lead a team of farm caretakers as well as volunteer work crews throughout the summer
- Worked closely with equipment maintenance engineers and technicians to ensure the highest level of effectiveness and efficiency
- Serviced and maintained heating, ventilation, and cooling systems
- Acted as first responder for all facility and equipment issues

Seasonal Retail - Spencer Gifts

Summer 2013

- Worked closely with experienced salespeople and learned the operations of the retail business
- Applied my ability as an excellent communicator that lead to a strong rapport with customers and my managers
- Cultivated a knowledge, understanding, and passion for Spencer Gifts products and its brand

Additional Experience

- Scranton Fellows: Nine-month program focused on developing leadership in the marketplace and integrating personal skills and abilities into the workforce. 2017 - 2018
- Knights of the Night: Volunteer night watch service with a weekly homeless shelter in Scranton. 2017 - 2018
- Scranton Improv- 7-years of improv comedy team experience.