

IVAN T.

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ivant@email.com

EDUCATION

University of Southern California, Los Angeles, CA *Masters of Business Administration, Expected 200X*

- GPA: 3.0
- Member: California Association of Independent Business
- Study Abroad: Nanjing University, Nanjing, China (Spring 200X)

University of Nevada, Las Vegas, Las Vegas, NV *Bachelor of Business Hotel Management, May 200X*

- GPA: 3.0
- Dean's List: all semesters
- Secretary: Delta Chi (Spring 200X–Fall 200X)

PROFESSIONAL EXPERIENCE

Consultus Global, Culver City, CA *Coordination Analyst (Sept. 200X–Jan. 200X)*

- Assisted business consulting firm with documenting and analyzing internal processes of state and federal government agencies; aided in implemented proposed business solutions.
- Interviewed staff members in the Sacramento Department of Transportation's IT department; collaborated with senior management regarding staff concerns with procedural inefficiencies; designed new procedural diagrams and job description manuals, which simplified inter-office communications and improved staff efficiency.
- Conducted demographics research and survey analysis; compiled results for presentations to clients using PowerPoint and Excel.

Worldpool Surveyors, Reno NV *Administrative Assistant (Dec. 200X–Nov. 200X)*

- Addressed inquiries from prospective clients, subcontractors, and city officials. Prepared bids, contracts, easements, and assisted in the preparation of engineering reports.
- Tracked several real estate developments from inception through construction and sale.
- Attended public hearings and ZBA and Technical Review Committee meetings.

Biff Realty, Las Vegas, NV *Sales Agent (200X)*

- Conducted private and public real estate sales to achieve gross revenues in excess of \$1 million in 200X.
- Completed 120 hours of appraisal training.

VOLUNTEER WORK

Daniel Murphy High School, Los Angeles, CA *SAT Tutor (200X)*

- Tutored three high school students to increase scores by 350 points.
- Guided students through application process and improved their personal statements.

LOCAL AFFILIATIONS

- Big Brothers, Little Sisters of America
- Rotary Club
- American Association of Community Theater

COMPUTER SKILLS AND LANGUAGES

- C,CAD,FEM, UNIX, MS Office, PowerPoint, SAP, EAST, and WEST
- Languages: Fluent in Spanish and Chinese (Mandarin). Understand Albanian and Italian.