# Ivan T.

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## EDUCATION
**University of Southern California, Los Angeles, CA**
**M.B.A.** (Will graduate in 200X)
Grade Point Average-3.0

**Nanjing University Nanjing, China**
(Was invited for study abroad program in Spring 200X)

**University of Nevada, Las Vegas, Las Vegas, NV**
**Bachelor of Business Hotel Management** (200X)
Dean's List
Activities:        Library Circulation Desk
                   Research Assistant
                   Worked throughout college to pay for education

## EMPLOYMENT
**Consultus Global, Culver City, CA**
**Coordination Analyst** (200X-200X)
Assisted business consulting firm with documenting and analyzing internal processes
of government agencies.  Put together proposals and presentations for senior
management.  Assisted in initiating new business solutions.

**Worldpool Surveyors, Reno NV**
**Administrative Assistant** (200X-200X)
Handled inquiries from prospective clients, subcontractors, as well as city and village officials.  Prepared bids, contracts, easements, and assisted in the preparation of engineering reports.  Attended public hearings, ZBA meetings, Technical Review Committee Meetings, have tracked several real estate developments from the inception phase through construction and sale.

**Biff Realty, Las Vegas, NV**
**Sales Agent** (200X)
Achieved gross sales in excess of $1 million in 200X.  Completed 120 hours of appraisal training.

**Albanian Designs, New York, NY**
**Clerk** (200X-200X)
Stocked shelves, operated cash register

## VOLUNTEER WORK
**Daniel Murphy High School, Los Angeles, CA**
**SAT Tutor** (200X)
Tutored three high school students preparing to take the Scholastic Aptitude Test (SAT).  Increased the students' scores an average of 350 points.  Guided the students through the college application process by aiding them in preparing their individual applications and working with them to improve their personal statements.

**COMMUNITY INVOLVEMENT**
Big Brothers, Little Sisters of America
Rotary Club
American Association of Community Theater

**COMPUTER SKILLS**
Proficiencies: C,CAD,FEM, UNIX, MS Office, PowerPoint, SAP, EAST, and WEST

**OTHER**
Languages: Fluent in Spanish and Chinese (Mandarin).  Understand Albanian and Italian.

**REFERENCES**
Furnished upon request.