**Victor E. Bronco (Sample)**

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**OBJECTIVE** (Only include an objective on your resume if you are applying for a specific job/internship at a specific company. Do NOT include for an all-encompassing event such as career fairs or to hand out in general.

i.e.: To obtain an internship in the Corporate Benefits Department at the Time Warner Cable Corporate Office utilizing my formal education and strong organizational, customer service, and communication skills.)

**EDUCATION**

**Fayetteville State University** Fayetteville, North Carolina May 2016

*Bachelor of Science in Business Administration*

**Concentration:** *Healthcare Management*

**GPA:** 3.6 **Honors:** Chancellor’s List, Dean’s List

**RELEVANT COURSEWORK** (Only include this section if you have specific coursework relevant to your objective)

* Human Resources Management
* Quantitative Methods for Business
* Quality Management
* International Business Management

**RELEVANT EXPERIENCE**

Residence Inn Fayetteville, North Carolina May 2014-Present

***Events Intern***

* Coordinate planning for large convention and business events that include live music and food vendors
* Operate with a total budget of $10,000 for the year to spend on company renovations and equipment
* Communicate via email, fax and phone with potential and secure clientele, coordinating upcoming events
* Organize the annual local business conference with over 300 guests in attendance and 10 staff members
* Utilize the Purchase Management Software to conduct room reservations and banquet venues
* Research and identify potential new business leads for the company to pursue in local, state and national areas

Vector Marketing Fayetteville, North Carolina August 2014–May 2014

***Sales Associate***

* Received the GOLD STAR award for sales person of the month after selling $500 in consumer products
* Performed cold calls to new clients using regions and district coding to determine the high need areas
* Utilized a multi-line telephone system to transfer incoming calls and schedule appointments

YMCA Raleigh, North Carolina May 2013-August 2014

***Counselor/Front Desk***

* Organized events for children and families ranging from ages 6 and up
* Facilitated meetings with staff to brainstorm new activity ideas and events
* Secured local vendors for events including a one day community fair with over 300 attendees

Da Pizza Truck Raleigh, North Carolina May 2011-May 2013

***Shift Manager***

* Supervised staff of 6 employees, training on cash intake, customer service and company policies
* Trained new employers on customer service and food sanitation regulations
* Applied management and motivation skills to create a fun team environment for all staff

**HONORS & AWARDS**

* Employee of the Month (2015)
* National Honor Society Inductee (2013)

**PROFESSIONAL AFFILIATIONS**

Bronco Planners, ***Member*** May 2013 – Present

National Honor Society, ***Secretary*** March 2013 - April 2014

National Society of Minorities in Hospitality, ***Member*** August 2012 – Present