Combination Resume

Shawn Morgan

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Summary of Qualifications

Strong public relations skills and organizational ability in fast-paced organizations
Proven ability to multi-task and meet deadlines
Proficient with MS Office Suite; QuickBooks
Demonstrated analytical and problem-solving skills
Performed progressive leadership roles in volunteer organizations

Education

MBA in Business Administration GPA: 3.8 May 20XX
BBA in Finance GPA: 3.5 May 20XX
University of Alaska Fairbanks, Fairbanks, AK

Relevant Coursework

Finance Management	International Business	Entrepreneurship
Derivative Securities	Organizational Behavior	Statistics

Public Relations Experience

President, Associated Students of Business (ASB) 20XX-20XX
School of Management, UAF

- Co-organized Annual Business Leader of the Year Banquet for the Fairbanks business community
- Led five member club management team
- Facilitated club meetings including speaker arrangements

Tours and Ticketing Agent May-September 20XX
River's Edge Resort, Fairbanks, AK

- Coordinated reservations for high volume of visitors
- Promoted city attractions and tours; transported visitors
- Critiqued tours; made suggestions for improvement
- Organized and stocked gift shop

Administrative Experience

Office Assistant September 20XX-Present
UAF Bookstore, Fairbanks, AK

- Provide consistent customer service to students, faculty, staff and campus visitors
- Troubleshoot unique customer needs and requests
- Communicate with suppliers concerning special orders
- Facilitate shipping and receiving of merchandise

Community Involvement

President (20XX), Associated Students of Business (ASB) 20XX-XX
President/Vice President of Membership/Treasurer, UAF Toast of Alaska 20XX-XX