**Jalen Doe**

(310) 456-7890  Jalen.doe@pepperdine.edu

**EDUCATION**

**Pepperdine University, Malibu, CA**  August 2020 – Present

**Bachelor of Science in Business Administration** Expected May 2024

* **Cumulative GPA**: 3.5/4.0
* **Honors & Awards**: Suma Cum Laude, Academic All American, Dean’s Honor List, Golden Key Honor Society
* **Related Coursework**:Financial Management; Financial Accounting; Business Computing Applications; International Trade and Finance; Statistics and Econometrics; Principles of Marketing; Marketing Research; Operations Management
* **Activities**: Alpha Kappa Psi (2020 – Present)

**Pepperdine University, Heidelberg, Germany**  September 2021 – April 2022

* Studied abroad while traveling and engaging in historical and cultural activities

**ACADEMIC PROJECT**

**Marketing Research** January 2023 – May 2023

* Collaborated with a team of 4 to develop two market research surveys for Videostreaming.com
* Built surveys to target 18-34 age demographic, and distributed surveys through email and other online platforms
* Collected 400+ survey responses and analyze data to determine impact of COVID-19 on streaming services
* Selected as lead to present findings and recommendations to the class and the company’s owner and board members

**EXPERIENCE**

**Booz Allen Hamilton, Washington, DC** June 2022 – August 2022

**Management Consulting Intern**

* Examined systems and developed specific cost reduction solutions and business case analyses to support strategy transformation and implementation.
* Used Excel to analyze financial data and determine cost savings of 20 – 30% for client projects
* Supported acquisition and planning for implementation of new technology and with conducting stakeholder analyses.
* Prepared reports and presentations to be used by senior team members for client meetings.

**Active Brands, New York, NY** June 2021 – August 2021

**Research Analyst Intern**

* Performed research and evaluation on major 10 international projects and produced recommendations to help strengthen evaluation processes, methodologies and measurements.
* Gathered information from project stakeholders using surveys and conducting 50 interviews.
* Collected and maintained data, identified documenting data gaps and took steps to close those gaps.
* Prepared findings in reports showing trends, impacts, outcomes, lessons learned, and future recommendations for process improvements.

**Pepperdine University, Malibu, CA**  August 2020 – May 2021

**Housing and Residence Life Student Worker**

* Provided front desk reception, responded to main phone line questions and greeted office visitors.
* Helped 15-20 administrative support staff with daily business operations.
* Contributed creative ideas and improvement opportunities for processes that would better serve students.
* Trained and served as a role model to new student assistants and promoted the mission of the University.

**LEADERSHIP & COMMUNITY INVOLVEMENT**

Vice President of Communications, Alpha Kappa Psi, Malibu, CA September 2022 – May 2023

Tutor, Boys and Girls Club, Malibu, CA April 2022 – Present

Volunteer/Team Lead, Step Forward Day, Malibu, CA October 2022

**SKILLS & ADDITIONAL INFORMATION**

**Computer Skills***:* Hoovers, Bloomberg, Microsoft Office Suite

**Languages:** Bilingual in English and French, German (beginning)

**Interests:** Wall Street Journal, Hiking, Reading, Piano