

SUZZY Q

email@hotmail.com
845.XXX.XXXX

Current Address:
PO Box 4
Cayce, SC XXXXX

Permanent Address:
29 Happy Lane
Boston, MA XXXXX

EDUCATION **UNIVERSITY OF SOUTH CAROLINA** **Columbia, SC**

Moore School of Business / South Carolina Honors College

Bachelor of Science in Business Administration

Grad Date: May 2005

- Double Major: International Business and Finance
- Minor: Spanish
- Overall GPA: 3.956 Major GPA: 4.00

EXPERIENCE **University of South Carolina** **Columbia, SC**
Assistant to Coach Lou Holtz **12/03 - Present**

- Organized and supervised numerous events, including recruiting weekends and banquets
- Coordinated various clinics and camps, including USC High School Coaches' Clinic
- Arranged and oversaw the signings of over 100 autographed items per week
- Completed and maintained compliance regulations for NCAA
- Assisted in daily administrative duties for Coach Holtz

Hyannis Mets – Cape Cod Baseball League **Hyannis, MA**
Game Day Operations Intern for Mets & **05/03 – 09/03**
Public Relations Intern for Cape Cod League

- Supervised overall Game Day operations, including advertising and signage for Hyannis Mets
- Assisted in coordination of Annual Nantucket Island Game and All-Star Baseball Game
- Acted as a liason between players and managing staff of Hyannis Mets

Town of LaGrange Day Camp and Freedom Lake **Lagrangeville, NY**
Aquatics Supervisor **05/00 – 09/02**

- Supervised and coordinated all waterfront activities for approximately 200 campers ages through 12 at LaGrange Day Camp, including free swim, swimming lessons, boating, etc.
- Managed swimming staff and scheduled swimming lessons for all camp sessions
- Taught swimming lessons, tested all students for ability, supervised all classes, and lifeguarded

SKILLS

- Fluent in English with advanced skills in Spanish; basic Japanese
- Fully adept at Microsoft Office Package, including Excel, Word, Access, and PowerPoint
- Can type 60wpm and speed read

ACTIVITIES

- University of South Carolina, *Ambassador* 08/03 - present
- Student Business Incubator Advisory, *Committee Member* 08/03 - present
- Alpha Lambda Delta, *Member* 09/02 - present
- National Society of Collegiate Scholars, *Member* 06/03 - present
- 3 Rivers Music Festival in Columbia, SC, *Volunteer* 01/03 - 04/03

HONORS

- Emerging Leader of the Moore School of Business
- USC Thomas Cooper Scholar
- President Honors List; Dean's Honors List
- University of South Carolina Fellowship Candidate
- Selected to attend Monster.com Diversity Leadership Program 2004
- AP Scholar
- Hugh O'Brien Youth Leadership Representative