

# JANE HUGHES

3140 Dyer St., Dallas, Texas, 75123 • 972-123-4567 • jhughes@smu.edu • linkedin.com/in/jhughes

## EDUCATION

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**Southern Methodist University** Dallas, TX  
*Dedman College of Humanities and Sciences* December 20XX  
Bachelor of Arts in Markets and Cultures

- Cumulative GPA: 3.68; Major GPA: 3.78
- Tau Sigma National Honor Society for Transfer Students

**Dallas Community College** Dallas, TX  
*Associate Degree in Business* June 20XX

- Business and Commerce Technologies
- Cumulative GPA: 3.63

## WORK EXPERIENCE

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**ABC Consulting** Dallas, TX  
*Associate Intern - Technology Consulting Service Line* May 20XX – July 20XX

- Collaborated with Manager, Associate, and 3rd party IT vendor to separate network systems of a major electric delivery business from its holding company to aid future legal objectives
- Created detailed Visio floor plans and Excel site surveys for use by entire team to deploy VOIP phones on implementation day; interacted with over 1100 employees to obtain information
- Presented floor plans at client and Go/No Go meetings to establish credibility and trust for Go Live

**XYZ Beverage Company** Plano, TX  
*Customer Growth and Supply Chain Intern* June 20XX – August 20XX

- Structured ambiguous data to recover \$800,000 in fines for Wal-Mart delivery of 3 key brands by data mining sales invoices, Excel comparisons, and networking with various teams
- Investigated 10% discrepancy in Publix vs. Frito-Lay delivery compliance reports using sort, pivot tables, and data mining features in Excel to ensure contract commitments were being met

## LEADERSHIP EXPERIENCE

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**New Student Orientation and Student Support Office** Dallas, TX  
*Overnight Orientation Logistics Director* November 20XX – August 20XX

- Implemented new check-in procedures, reducing wait time by one hour for 1300 incoming students
- Enhanced logistics documentation using advanced Excel features such as v-lookup, data validation, and if statements, increasing clarity and ease of use by all team members

**Dallas Community College Marketing Conference** Dallas, TX  
*Sponsorship Chair* January 20XX – May 20XX

- Increased sponsorship by \$450 in donations and \$500 in merchandise towards the conference
- Confirmed \$1100 in sponsorships from various vendors for the following year

**Dallas Community College Career Development Center** Dallas, TX  
*Career Development Ambassador* May 20XX – Present

- Plan and execute industry specific career roundtables for up to 100 students four times a semester
- Serve as a liaison between the Career Center and students to identify and report career related needs

## ADDITIONAL SKILLS

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- Language: Fluent in Hindi, Punjabi, and Urdu
- Computer: Proficient with Microsoft Word, Excel, Access, PowerPoint, and Outlook