

1715 Trade Winds
Flagstaff, AZ 86001

Ted Smith

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Qualification Summary: (4-6 bullet points)

Developing Others: The ability to delegate responsibility and coach them on how to develop their capabilities.

Fostering Innovation: The ability to develop, sponsor, or support the introduction of new and improved method, products, procedures, or technologies.

Interpersonal Awareness: The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.

Technical Skills: Professionally certified in SolidWorks 3D CAD design software and highly proficient in Microsoft Office Suite.

Education:

Northern Arizona University
Bachelor of Science in Business Administration
Major in Management & Minor in Chinese

Flagstaff, Arizona
Expected May, 2019

(optional) GPA: 4.00

Related Coursework (i.e. Biz Block/SMIF)

Professional Experience:

Supplemental Instruction Leader: Economics

August 2016- Present

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Northern Arizona University
Flagstaff, Arizona

Golf Shop Assistant

August 2015- August 2016

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The Golf Club at Bear Dance
Larkspur, Colorado

Related Experience (i.e. student athlete, missions)

Honors, Awards, and Activities:

Volunteerism: (only if there are multiple organizations, otherwise include in related experience or activities)