

# NEIL SOMEONE

555 Street Name, City Name, VA 22601

(555) 555 - 5555 [emailaddress@su.edu](mailto:emailaddress@su.edu)

---

## OBJECTIVE

To gain admission to Florida International University's MBA program.

## EDUCATION

### **Bachelor of Business Administration**

Anticipated Graduation: May 2015

Concentration in Information Systems and Computer Technology Cumulative GPA: 3.55

Minor in Entrepreneurship

Shenandoah University, Winchester, VA

## RELEVANT COURSEWORK

Emerging Technologies

Advanced Management Theory & Practice

Legal Environment of Business

Small Business Management & Entrepreneurship

## WORK EXPERIENCE

### **Information Technology Specialist**

March 2008 - March 2010

I. S. Al-Shaya Commercial EST., Riyadh, Saudi Arabia

- Maintained the company network including hardware and software
- Supported the company with IT-related problems in a responsive and service oriented manner
- Assisted with troubleshooting, installation, and implementation of systems

### **Business Analyst**

February 2006 - March 2008

I. S. Al-Shaya Commercial EST., Riyadh, Saudi Arabia

- Monitored project progress by tracking activity, resolving problems, publishing progress reports, and recommending actions
- Maintained system protocols by writing and updating procedures
- Determined operational objectives by studying business functions, gathering information, and evaluating output requirements and formats

## VOLUNTEER WORK

NW Works, Winchester Job Assistance Non-Profit

January 2014 – May 2014

Literacy Volunteers

August 2014 – September 2014

## LANGUAGES

Proficient in Arabic, Japanese, and English

## LEADERSHIP EXPERIENCE

President, Saudi Student Association

June 2014 - Present

Team member, Saudi Student Association

June 2013 – Present

Team member, International Student Association

November 2012 - Present