

AAFREEN KUMAR

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EDUCATION

Master of Business Administration

Missouri State University – Springfield, MO

Total TOEFL iBT Score – 92

Expected Graduation: May 20xx

GPA: 3.67/4.0

Bachelor of Marketing Management

Mumbai University – Ratnagiri, India

Granted 5-Star status by the National Assessment and Accreditation Council (NAAC)

Graduated: May 20xx

GPA: 3.92/4.0

WORK EXPERIENCE

Graduate Assistant

June 20xx–Present

College of Business Administration, Missouri State University – Springfield, MO

- Lead tours of 5-20 prospective students while explaining the University, services available, and program offerings
- Plan and execute training sessions for all prospective college tour guides
- Develop department budget and update college staff during monthly meeting

Logistics/Supply Chain Management Intern

May 20xx–August 20xx

Monsanto Company – St. Louis, MO

- Recognized by department and fellow interns as having superb enthusiasm, work-ethic, and communication skills, thus winning the “20xx Top Intern” award
- Communicated effectively with suppliers from 62 countries to ensure timely delivery
- Instructed vendors on purchase requirements and increased efficiency
- Improved and standardized unit purchasing process as a member of the redesign team

LEADERSHIP EXPERIENCE

Member

August 20xx–Present

Association of International Students – Springfield, MO

- Attend all weekly meetings and serve as insightful and active member
- Tutor other international students in reading, writing, and speaking English

Secretary

October 20xx–Present

Graduate of Business Professional Honor Society – Springfield, MO

- Conduct all correspondence including sending regular notification of meeting minutes, events, and chapter meeting dates
- Record, report, and maintain file of meeting minutes, bylaws, roster, and other records

SKILLS

- *Microsoft Office*: Word, Excel, PowerPoint, Project, Publisher, FrontPage, Outlook
- *Web designing*: Adobe Photoshop, Flash, Macromedia Dreamweaver, Web Press
- Fluent in English, native speaker of Tamil, and proficient in French