# Gloria Tradesman

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## **EDUCATION**

### **University at Buffalo,** The State University of New York

#### Bachelor of Arts, International Trade, May 20XX

* GPA: 3.2/4.0; Dean’s List
* Relevant Courses**:** International Environments & Commercial Problems, Bases of World Commerce, Dynamics of International Business

## **INTERNATIONAL TRADE EXPERIENCE**

### **Global Trade & Exchange Center,** Buffalo, NY

#### Intern, May 20XX-August 20XX

* Developed marketing tools on social media platforms, including Facebook and Twitter, to promote events occurring during the Fall
* Input data from past events into Excel spreadsheets to track and evaluate effectiveness of outreach
* Led team of 4 people in the creation and distribution of 5 memos sent out to staff, conveying information relevant to their roles and responsibilities through humor
* Communicated the effectiveness of the internship and provided suggestions for improvement through a presentation to leadership staff

## **LEADERSHIP EXPERIENCE**

### **Kappa Phi Iota Epsilon,** University at Buffalo

#### Treasurer, August 20XX-Present

* Collect member dues for over 15 new members every year in collaboration with Secretary, handling over $3,000 at one time
* Prepare club’s budget, present to the board, gain approval, and ensure that club activities abide by approved budget
* Inform club of financial strengths and weaknesses through monthly presentations at Chapter meetings
* Disburse funds and pay bill promptly as approved by the board

### **International Trade Club,** University at Buffalo

#### President, August 20XX- May 20XX

* Appointed 7 board members and delegated tasks to ensure task is done completely and correctly
* Attended over 5 committee meetings per week to encourage and provide support to club members
* Planned and implemented strategies to effectively communicate and meet club goals
* Trained and mentored 3 key board members to ensure growth and success of colleagues

## **SKILLS**

* Proficient in GIS software

## **VOLUNTEER EXPERIENCE**

### **Habitat for Humanity,** Buffalo, NY, May XXXX-Present