

Sally A. Huntford

Greenfield, MA | (413) 123-4567 | [LinkedIn.com/in/Sal-Huntford](https://www.linkedin.com/in/Sal-Huntford) | sahuntford@umass.edu

EDUCATION

University of Massachusetts Amherst Isenberg School of Management

Amherst, MA

Master of Business Administration (MBA) + Master of Science in Business Analytics (MSBA) (Dual); Candidate, May 20XX

- Cumulative GPA: 3.88
- Awarded Full Business Innovation Fellowship, Institute of Applied Life Sciences

Harvard Business School Online

Online Certificate Program; Passed with Honors; September 20XX

- Relevant Coursework: Business Analytics, Financial Accounting, and Economics for Managers

Boston University, School of Professional Studies

New York, NY

Post-Baccalaureate in Psychology; May 20XX

- Cumulative GPA: 3.90

New York University, Tisch School of the Arts

New York, NY

Bachelor of Fine Arts in Drama; Candidate, December 20XX

- Cumulative GPA: 3.52

EXPERIENCE

Business Innovation Fellow (University of Massachusetts Amherst)

Amherst, MA

Business Consultant, Teaching Assistant, and Undergraduate Career Coach

May 20XX – Present

- Spearhead 9 student and faculty teams in providing consultancy for science pre-startups and startups within the IALS domain, fostering a culture of innovation and entrepreneurship
- Utilize Agile project management skills for 9 various consulting teams for projects to be planned, executed, and presented to external clients for a client satisfaction rating of 95%
- Mentor and coach 55 graduate and undergraduate students in areas of business acumen, consulting, presenting, and communication techniques for students to achieve 100% passing rate

Henkel

Trumbull, CT

PSRA Data Analytics/Toxicology Intern

October 20XX – March 20XX

- Pioneered the creation of an analytics dashboards centered around post-market consumer data, employing advanced statistical knowledge and harnessing proficiency in Excel and data visualization tools like Tableau to deliver actionable insights
- Demonstrated adeptness in translating complex, large data into meaningful visualizations, contributing to informed decision-making processes to increase brand recognition by 8%

Berkshire Houseworks

Pittsfield, MA

Administrative Consultant

April 20XX – October 20XX

- Established a proven track record as the primary author of impactful grant applications, compelling marketing materials, and press releases that effectively conveyed the organization's mission and impact to increase grant funding by \$10K
- Managed 100+ volunteers and interns during the event planning and execution process for 7 events utilizing project management and collaboration skills to receive 90% event satisfaction ratings
- Streamlined administrative operations by integrating automation tools like LGL, Constant Contact, advanced Excel formulas and A.I. to decrease administrative work task time by 15%

MaxSold.com

New York, NY

Tri-State Regional Operations Manager

April 20XX – June 20XX

- Trained and mentored 20 new employees in operations, communication, CRM systems, and customer service to uphold 4 out of 5 star client satisfaction rate while increasing leadership skills
- Communicated with prospective clients by successfully presenting pitch decks of company services to increase sales by \$30K and retained over 80% of previous clients

ACTIVITIES

Association for Supply Chain Management

Chicago, IL

Active Member

July 20XX - Present

SKILLS AND CERTIFICATION

Computer: Advanced in Microsoft Excel (Solver, V-LOOKUP, Toolpak and Pivot Tables); Proficient with Power BI, Tableau, ERDPlus, Python, and Google Collaboratories