

Luis Morales

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EDUCATION

University of Massachusetts Amherst Isenberg School of Management <i>Bachelor of Business Administration in Management</i> Concentration: <i>Sustainable Business Practices</i> <ul style="list-style-type: none">GPA: 3.90	Amherst, MA Candidate, <i>May 20XX</i>
North Shore Community College <i>Associate of Arts in Liberal Arts</i> Concentration: <i>Economics</i> <ul style="list-style-type: none">Cumulative GPA: 3.95	Danvers, MA <i>May 20XX</i>

EXPERIENCE

Seaside Sustainability, Inc. <i>Grants Analyst Intern / Hybrid</i> <ul style="list-style-type: none">Conduct research and analysis for incoming regional clients on grant opportunities related to sustainable business development, resulting in 20+ funding prospectsManage grant tracking system in MS Excel, monitoring grant timelines, client applications, and project deliverables for 50+ projects across 35 regional clientsCollaborated on the development of three successful grant proposals, securing a total of \$25,000 in project fundingNegotiate various complex guidelines, processes, and reporting structures within non-profit, foundation, and government grant funding programs	Gloucester, MA <i>January 20XX – Present</i>
North Shore Community College Facilities Operations and Services <i>Operations Management Intern</i> <ul style="list-style-type: none">Collaborated with facilities management team to inventory, design, order, and deliver signage to clients across two main campuses and two satellite locationsAssisted with management of signage orders, consisting of processing 50+ purchase orders, tracking invoices, and reconciling expenses in BuyWays procurement systemMaintained inventory for six storage sites and streamlined process to reduce total campus signage orders by 25%	Danvers, MA <i>Spring 20XX</i>
Yard House <i>Server</i> <ul style="list-style-type: none">Facilitated positive customer experience for an average of 50+ guests per shift, maintaining accuracy in recording orders and processing payments in Toast POSDemonstrated teamwork by collaborating with back of house staff to reduce ticket times and ensure efficient operationsReceived six “Employee of the Month” designations for outstanding performance and customer service	Lynnfield, MA <i>June 20XX – August 20XX</i>

EXTRACURRICULAR EXPERIENCE

Isenberg Management Association <i>Member</i> <ul style="list-style-type: none">Participate as a member of 4-person IMA team in Isenberg Ethics Competition Undergraduate Open DivisionAssist with planning and execution of IMA Alumni panel, and Financial Literacy and Public Speaking workshops	Amherst, MA <i>Fall 20XX – Present</i>
UMass New2U <i>Volunteer</i> <ul style="list-style-type: none">Collaborated with teams of volunteers and facilities management staff to set up, organize, and manage 12 donation sites across campus during residential student move-outAssisted with collection and transportation of hundreds of donated items to centralized facility for campus-wide tag sale	Amherst, MA <i>Spring 20XX</i>
North Shore Community College Economics & Finance Club <i>Treasurer</i> <ul style="list-style-type: none">Oversaw club budget of \$5,000, ensuring accurate financial record-keeping and compliance with college policiesCollaborated with faculty advisor to manage budgets and process expenditures for 10+ programs and events per yearLed fundraising efforts, planning and executing four targeted fundraiser events that solicited \$3,500 in two years	Danvers, MA <i>Fall 20XX – Spring 20XX</i>

SKILLS & CERTIFICATIONS

Computer: Microsoft Office (Advanced Excel, Word, PowerPoint Business), Google Suite, Salesforce Trailhead CRM, Toast POS
Certification: Isenberg's Excel Advanced User Badge
Language: Fluent in Spanish