

# Aaron L. Citadel

*The Citadel*: MSC 555, 171 Moultrie St., Charleston SC 29409 843.953.4567 citadela1@citadel.edu  
Home: 17 Ashley Court, Charleston SC 29415 843.456.1234

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<b>OBJECTIVE</b>	Entry-level position in Management and/or Sales		
<b>EDUCATION</b>	<b>Bachelor of Science, Major: Business Administration</b> Minors: <b>MIS, Spanish</b> <b>The Citadel</b> , The Military College of South Carolina, May 2010 <b>GPA: 3.5</b>		
<b>SKILLS</b>	Sales Interpersonal Teamwork Operations	Management Analytical Presentation Customer Service	Leadership Supervisory Spanish (Fluent) Business Development
<b>EXPERIENCE</b>	<b>Business Intern, Atlantic Bank &amp; Trust</b> , Charleston SC Fall 2009 <ul style="list-style-type: none"><li>Analyzed credit reports</li><li>Marketed services to customers using consultative sales skills</li><li>Worked in variety of banking areas: investments, operations, trust</li></ul> <b>Production Assistant, WNBC-TV News</b> , Charlotte NC Summer 2009 <ul style="list-style-type: none"><li>Investigated business news stories via wire services</li><li>Wrote news stories and anchor scripts</li><li>Demonstrated research, reporting, and public speaking skills</li></ul> <b>Sales Assistant, Morgan-Stanley</b> , Atlanta GA Summer 2008 <ul style="list-style-type: none"><li>Organized sales training seminars</li><li>Provided general administrative support</li><li>Demonstrated excellent teamwork and time management skills</li></ul> <b>Entrepreneur, Citadel Landscaping Co.</b> , Charleston SC Summers 2005-07 <ul style="list-style-type: none"><li>Built customer base to 40, earning net income of \$15,000 in a summer</li><li>Hired, trained, and supervised six employees</li><li>Responsible for all aspects of business operations</li></ul> <b>Spanish Tutor, The Citadel</b> , Charleston SC Sept 2008-Present <ul style="list-style-type: none"><li>Assist students with assignments and term papers</li><li>Instruct students regarding the Spanish language and Latin culture</li></ul>		
<b>LEADERSHIP</b>	<b>Battalion Operations Officer, 1<sup>st</sup> Battalion, The Citadel</b> , Charleston SC 2009-10 <ul style="list-style-type: none"><li>Responsible for planning, training, and operations for 500 cadets</li><li>Prepare programs and directives for conduct of drills, parades, and physical training</li><li>Demonstrate effective leadership and operations management skills</li></ul>		
<b>STUDY ABROAD</b>	<b>London School of Economics</b> , Summer 2008		
<b>COMPUTER SKILLS</b>	MS Word MS Project	MS PowerPoint MS Publisher	MS Excel MS Access Web Page Design
<b>HONORS/ ACTIVITIES</b>	<b>Senior Class Board of Directors</b> <b>Citadel Honor Court</b> Dean's List Football Team Captain (HS)	<b>Student Leader: Battalion Staff</b> <b>Summerall Guards</b> Editor, <i>The Brigadier</i> Chapman Scholarship Recipient	
<b>INTERESTS</b>	International Business	Travel	Golf Sailing

**Academic Portfolio and References: Available upon request**

# Aaron L. Citadel

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## *Professional References*

**Dr. Stephen M. Montgomery**  
**Prof. and Department Head**  
**Psychology Dept., The Citadel**  
Charleston SC 29409  
843.953.1234 Steve.Montgomery@citadel.edu

Dr. Montgomery is a Clinical Psychologist and Chairman of The Citadel Psychology Department. He advised me regarding my graduate program of studies and served as my sponsor for the South Carolina Psychology Association Student Competition. He has witnessed my academic abilities and presentation skills.

**Dr. Janice P. Bowman**  
**Prof. of Education, The Citadel**  
Charleston SC 29409  
843.953.4321 BowmanJ@citadel.edu

Dr. Bowman is a Professor of Education at The Citadel. She wrote a grant that led to my employment at the Charleston County School District. Dr. Bowman has witnessed my work performance, grant writing ability, and personal character.

**Mr. William M. Smith**  
**Director, Evaluation and Research**  
**Charleston County School District**  
14 Grant Street  
Charleston SC 29402  
843.937.6461 SmithW@aol.com

Mr. Smith manages the Department of Evaluation and Research for Charleston County Schools. He supervised my research assistantship and witnessed my ability to collect and evaluate data, write grant reports, and work as part of a research team.

**Dr. Juan Diaz**  
**Pediatrician, Children's Medical Assessment Center**  
15 Broad Street  
Charleston SC 29403  
843.853.5999 DiazJ@aol.com

Dr. Diaz is the founder of a non-profit organization funded through Roper Hospital to provide medical exams for children who are victims of domestic violence. Dr. Diaz was my supervisor in this program. He has witnessed my ability to communicate with victimized children and my ability to help them.