

# Malik Management

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LinkedIn URL

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## EDUCATION

### **Bachelor of Science in Management**

20xx

Emphasis in Human Resources

3.25/4.00

Clemson University

SC

May

GPA:

Clemson,

## MANAGEMENT EXPERIENCE

### **Lead Intern**

20xx

Brackett LLC

Clemson, SC

Fall

- Provided ongoing coaching and performance feedback for fellow interns
- Managed 12 first- year interns and oversaw their training
- Coordinated monthly newsletter for company to increase employee engagement

### **Business Management Intern**

20xx

Eagle Hill Consulting

VA

Summer

Richmond,

- Developed standard procedure modules for incoming staff
- Assisted with employee reviews to ensure professional growth

## ADDITIONAL EXPERIENCE

### **Bookstore Employee**

Present

Clemson University Bookstore

Spring 20xx -

- Intake orders and sort boxes depending on department
- Create store cleaning protocol to match cleanliness guidelines

## LEADERSHIP & CAMPUS INVOLVEMENT

### **Chair of Peer-to-Peer Committee**

January 20xx - Present

Management Student Advisory Board

- Provided the Management Department Chair with student feedback
- Serve as the liaison between students and faculty within the Management department

### **Member**

20xx

Minority Business Student Association

August 20xx - May

- Oversaw the nominating committee for upcoming elections
- Managed a committee of 20 members promoting participation in MBSA activities and events

## TECHNICAL SKILLS & INTERESTS

Proficient in Excel | Adobe Creative Suite | Internship Program Management | Training Development



Office of Career and Global Engagement