

# Malik Management

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LinkedIn URL

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## **EDUCATION**

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

Emphasis in Human Resources

Clemson University

**May 20xx**

GPA: 3.25/4.00

Clemson, SC

## **MANAGEMENT EXPERIENCE**

### **Lead Intern**

Brackett LLC

Fall 20xx

Clemson, SC

- 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**

Eagle Hill Consulting

Summer 20xx

Richmond, VA

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

## **ADDITIONAL EXPERIENCE**

### **Bookstore Employee**

Clemson University Bookstore

Spring 20xx - Present

- 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**

Management Student Advisory Board

January 20xx - Present

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

### **Member**

Minority Business Student Association

August 20xx - May 20xx

- 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

