

Malik Management

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EDUCATION

Bachelor of Science in Management

Concentration in Human Resources

Clemson University - Wilbur O. and Ann Powers College of Business

May 20xx

GPA: 3.25/4.00

Clemson, SC

MANAGEMENT EXPERIENCE

Leadership Intern

Brackett LLC

August 20xx-December 20xx

Clemson, SC

- Successfully onboarded and managed 12 first-year interns, leading to an increase in overall team productivity
- Improved intern performance through consistent feedback and coaching
- Coordinated a monthly company newsletter, increasing employee engagement by 10%

Business Management Intern

Eagle Hill Consulting

May 20xx-August 20xx

Richmond, VA

- Reduced new hire onboarding time by developing structured procedural modules, ensuring a seamless transition into roles
- Assisted with employee reviews to ensure professional growth

ADDITIONAL EXPERIENCE

Bookstore Employee

Clemson University Bookstore

January 20xx-Present

Clemson, SC

- Sort incoming orders by department needs, making it easier for staff to locate and restock items
- Establish a cleaning protocol to ensure the store meets cleanliness guidelines, creating a more inviting shopping environment

Creative Inquiry: Freshmen Management Project

Department of Management

January 20xx-May 20xx

Clemson, SC

- Presented research on different managing styles to the Powers College of Business Management Department as part of a capstone project to demonstrate research and analytical skills
- Developed a "How to Manage" presentation for new club and organization leaders to help them prepare for successful management careers

LEADERSHIP & CAMPUS INVOLVEMENT

Chair of Peer-to-Peer Committee

Management Student Advisory Board

January 20xx-Present

- Provided student feedback to the Management Department Chair, influencing policy refinements and fostering a more supportive learning environment
- Serve as the liaison between Management students and faculty

Member

Minority Business Student Association (MBSA)

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

Adobe Creative Suite (Proficient)

Atlassian Confluence (Proficient)

Microsoft Power BI (Proficient)