

Morgan Johnson

Recent Business Graduate

Highly motivated business graduate with internship experience in operations and sales. Proven ability to streamline workflows and support revenue-generating teams.

CONTACT



(123) 456-7890



morgan.johnson@example.com



LinkedIn | Portfolio



City, State Abbr. ZIP

KEY SKILLS

- Process improvement
- Cross-functional coordination
- Excel reporting

EDUCATION

Bachelor of Science in Business
Administration
State University, City, ST
May 2022

PROFESSIONAL EXPERIENCE

OPERATIONS INTERN | NEXTGEN CORP, CITY, ST
JUNE 2022 – AUGUST 2022

- Mapped and optimized order-fulfillment process, reducing order turnaround by 20%.
- Coordinated with 3 departments to implement a new inventory-tracking spreadsheet.

SALES SUPPORT ASSOCIATE | CAMPUS STARTUP, CITY, ST
SEPTEMBER 2021 – MAY 2022

- Prepared client proposals and presentations for 50+ prospects, contributing to a 10% win rate.
- Tracked sales KPIs in Excel, enabling weekly management stand-ups with clear metrics.