

Mary Johnson

Business Administration

Recent business administration graduate with two internships in operations and finance support. Strong Excel, comfortable with ambiguous problems, and eager to grow into a coordinator or analyst role on an operations team.

EDUCATION



Bachelor of Science in Business Administration (Operations Management minor), The Ohio State University, 2024

Data analytics coursework, Coursera, 2024

KEY SKILLS



- Excel (VLOOKUP, pivot tables, basic Power Query)
- Google Workspace
- Microsoft Office (Word, PowerPoint, Outlook)
- Data entry accuracy and reconciliation
- Meeting coordination and note-taking
- Basic database querying (coursework)
- Written communication
- Team collaboration

PROFESSIONAL EXPERIENCE



Operations Intern | Buckeye Freight Solutions, Columbus, OH, Summer 2024

- Reconciled 340 open carrier invoices against dispatch records and flagged \$11,700 in duplicate charges that were credited back the same quarter.
- Rebuilt the weekly on-time delivery report in Excel so it refreshed from the transportation system export in about five minutes instead of an hour.
- Shadowed the operations manager during morning stand-ups and wrote up daily action items shared with the dock team.
- Helped draft a new driver onboarding checklist adopted by the safety department.

Student Assistant, Dean's Office | Ohio State University, Fisher College of Business, Columbus, OH, 2022 – 2024

- Coordinated logistics for 20+ recruiting events per semester, including room bookings, catering, and employer communications.
- Maintained a shared calendar for six associate deans and triaged incoming email for the executive assistant.
- Tracked scholarship disbursements in a Google Sheet reviewed monthly by the finance coordinator.