JANE DOE

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EDUCATION

Western Washington University Bellingham, WA
Bachelor of Arts, Business Administration (MIS concentration) Expected June 2028

- **Relevant coursework:** Principles of Information Systems (MIS 320), Business Statistics, Financial Accounting

PROJECTS

Member Revenue Analysis, MIS 320 Fall 2026

- Investigated why a simulated retail co-op's member revenue was flat when headline charts said the business was healthy, using 12 months of sales (about 2,900 transactions)
- Produced the six numbers the board asked for, found [your finding], and wrote a one-page memo recommending [your recommendation] (Excel pivot tables)

Interactive Sales Dashboard, MIS 320 Fall 2026

- Designed a dashboard where a manager can click a region or store and see every chart update, deciding which questions it answers and which it leaves out (Tableau)
- Used AI as a coach for tool questions and made every design decision myself

SQL Database Analysis, MIS 320 Fall 2026

- Wrote SQL queries across eight related tables (sales, members, products, stores, suppliers) to answer questions the exported spreadsheets could not
- Joined sales to the members who made them to find [your finding]

Usability Evaluation of a Real App, MIS 320 Fall 2026

- Evaluated [the app] against Nielsen's ten usability heuristics and wrote a short report on where it helps users and where it traps them; found [your top problem and fix]

EXPERIENCE

Student Assistant, Circulation Desk Sept 2025 – Present
Western Washington University Libraries, Bellingham, WA

- Help [about 40] students and community members a shift find, check out, and renew materials and use the library's printing and study-room systems
- Answer first-line questions about the catalog and online databases, and route harder research questions to the right librarian
- Shelve and track returns accurately so items can be found the same day; [add one result, for example: trained two new student assistants]

SKILLS

- **Analysis:** turning a manager's question into the numbers that answer it; checking numbers before trusting them; choosing honest charts; writing recommendations people can act on
- **SQL:** beginner (SELECT, WHERE, GROUP BY, JOIN)
- **Tools:** Excel (pivot tables, SUMIF family, charts); Tableau (beginner: built one interactive dashboard with linked filters); Google Workspace

Sample resume from MIS 320 at Western Washington University. Jane Doe is made up. Replace every line with your own work, and delete anything you did not do.