

# William N. Byrum

1307 Teddys Pl. - Mt. Juliet, TN 37122 - Phone 615-294-6325  
WilliamNByrum@gmail.com

**Objective:** To obtain a summer internship in my dual concentrations of finance and marketing that challenges me while allowing me to gain valuable experience.

## Education

**Tennessee Technological University, College of Business**

*Cookeville, Tennessee*

**Major:** Bachelor of Science in Business Administration

**Concentration:** Finance and Marketing

**Graduation Date:** May 2019

**GPA:** 3.95

## Career Summary

**2015 – Present**

**Tennessee Tech University**

*Cookeville, Tennessee*

*Business Office Student Assistant*

- Assist in organization of files
- Communicate with students and faculty in a positive manner
- Adapt to changing job roles
- Maintain a working knowledge of financial aid information at the University

**Summer 2017 – Present**

**Planet Fitness**

*Mt. Juliet, Tennessee*

*Service Desk Representative*

- Interacted with members in a positive and welcoming manner over the phone as well as in person
- Maintain a mastery of the Member data system (DataTrak) Including banking information, member status, and other data.
- Maintain the cleanliness of the gym as well as maintaining a working knowledge of how to operate all equipment

**Spring 2016 – Summer 2017**

**I Love Juice Bar**

*Mt. Juliet, Tennessee*

*Shift Leader*

- Worked in a fast-paced team oriented environment
- Recorded the drawer count and maintained financial records for the days sales activity
- Oversaw closing of the store as well as assigning team members to different jobs.

## Computer Skills

- Microsoft Office: Word, Excel, Access, PowerPoint
- All Social Media: Twitter, Instagram, Facebook, Snapchat, etc.

## Affiliations & Honors

Recipient of University Academic Service Scholarship (2015 – Present), Recipient of Tennessee Hope Scholarship (2015 – Present), Recipient of General Academic Merit Scholarship (2015 –Present), Recipient of L.W. Legge Agency Endowment Scholarship (2016 – Present), Dean’s List (2015 – Present), Honored as Greek Scholar of the Year (2015,2016), Brother of the International Fraternity of Phi Gamma Delta Theta Tau Chapter, InterFraternity Council Delegate, Public Relations Chair (Social Media) for Phi Gamma Delta

*References Available Upon Request*

*Willing to Relocate*

