

# John Beach

562.985.4464

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www.linkedin.com/johnbeach

## SUMMARY

Economics student with experience utilizing strong communication, critical thinking, and organizational skills to conduct fiscal research including forecasting, budgeting, and analysis of data

## EDUCATION

### California State University, Long Beach

Bachelor of Art, Economics- Option in Mathematical Economics and Economic Theory  
Minor in Applied Mathematics

May 2019

## RELEVANT COURSEWORK

Money and Banking, Global Labor Market Issues, Forecasting, Economic Development, International Trade, Econometrics, Ordinary Differential Equations, Intermediate Numerical Analysis

## RELATED EXPERIENCE

Sears Holding Company (SHC), Los Angeles, CA

### Talent & Human Capital Services Intern

Feb 2018 - Present

- Review and analyze historical hiring data to design a certification process entailing a study guide and a test for SHC's merchant population (P&L testing) and CFO population (Retail Math testing)
- Collaborate with Chief of Staff and Senior Leadership Program (SLP) Manager to create a structured placement process for program participants
- Accurately analyze the SLP interview process, identified gaps, and provided recommendations on improving the process which led to recommendations being implemented for Fall 2018 recruiting season
- Planned weekly meetings to engage 15+ interns with senior leadership and discuss issues

## WORK EXPERIENCE

### California State University, Long Beach: University Outreach

Information Guide Supervisor

August 2016-Present

- Listen to and analyze client needs, and communicate solutions in person, by phone, and via e-mail with 270,000+ clients annually
- Coordinate with over fifty University offices and local businesses to update and improve brochure diversity and quality at the Campus Information Center and Welcome Center
- Set and achieved quantitative goals pertaining to personal work performance and overall department achievement every semester

## CAMPUS INVOLVEMENT & LEADERSHIP

### Omicron Delta Epsilon International Honor Society, CSULB

Finance Committee Chair August 2017- Present

Finance Team Member/ Fundraising Committee August 2016 - August 2017

- Analyzed past financial transactions and budgeted an ODE retreat for 100 people
- Financed and designed fundraising material for local community members to assist with campaigns
- Researched and wrote a successful grant proposal, which resulted in three grants totaling \$2,500 to fund a student trip

## SKILLS

- STATA, MATLAB, Microsoft Access, Excel, and PowerPoint
- Fluent in Spanish and conversational in French

Cover Letter Sample

**Sally Beach**

Sally.Beach@csulb.edu

1250 Bellflower Blvd. Long Beach, CA 90840

562-985-4151

November 2, 2017

Long Beach Police Department  
320 9<sup>th</sup> Street  
Long Beach, CA 90814

Dear Hiring Representative:

I am submitting my resume in application for the position of Peace Officer with the Long Beach Police Department. This position was referred to me by my professor Dr. Jason Whitehead. I have recently completed necessary educational requirements, and I am enthusiastic about the possibility of interviewing for this position.

At California State University, Long Beach I studied and analyzed key concepts, principles and practices associated with human behavior and criminal justice. Subsequently, I demonstrated in depth knowledge of law environment and social science issues through excellent work on class assignments and projects. I have been able to put these theories into practice in my internship mentoring at risk youth and providing guidance during the college application process. I am confident that my strong knowledge in criminal justice along with my internship experience will increase my ability to perform effectively within your department.

Additionally, I earned recognition from my managers in my employment positions for my leadership and organizational skills. As a Certified Trainer at Orlando's, I trained a staff of 8 bussers and contributed to improved team performance by building great relationships with team members and guests. As a Garden Shop Associate at Sutherland's, I organized the garden area in such a way that made it easy for both employees and customers to find items readily. The additional skills I gained from these positions could transfer readily to your department as well.

My resume is enclosed to provide you with additional details concerning my background and achievements. I would appreciate the opportunity to speak with you to schedule an appointment and provide you with more information. Thank you for your time and consideration; I look forward to speaking with you soon.

Sincerely,

Sally Beach