**Joe Sycamore**

1512 Landini Avenue, Terre Haute, IN 47809 | 812-999-9999 | [Joesycamore123@sycamores.indstate.edu](mailto:Joesycamore123@sycamores.indstate.edu)

**Education**

Scott College of Business, Indiana State University, Terre Haute, IN

Master of Business Administration December 2016

Bachelor of Science: Business Administration May 2014

**Related Experience**

Amazing Toy Company, New York City, New York May 2015-August 2015

MBA Marketing Intern

* Assisted with executing marketing and product development related strategies to ensure achievement of sales and profit objectives
* Tracked product development progress by reviewing production dates, ship dates and working with operations to monitor customer dates to make sure deadlines are met
* Worked with the Licensing Coordinator to track submissions and approvals from the Licensor Assist in gathering of consumer and competitive research
* Collected data to assist in the development of multiple types of marketing reports
* Assisted with the preparation and delivery of marketing presentations as needed

Wayne and Kent Associates, Greenfield, IN January 2014-April 2014

Accounting Intern

* Developed, maintained, and analyzed budgets for the audit team
* Prepared periodic reports that compare budgeted costs to actual costs for multiple clients
* Managed client questions and concerns in a prompt and professional manner
* Performed accurate accounts receivable and payable functions for the team
* Utilized Excel to create spreadsheets that summarized expenses by categories and events
* Assisted the Controller with presentations and special projects

Great Insurance Company, Kokomo IN June 2013-August 2013

Intern

* Accessed and updates client database in Access
* Contacted and communicated with 25 existing and 50 potential clients through phone calls and email campaigns
* Received and reviewed submissions of business to then be evaluated by the Business Review Committee
* Provide information on cross-selling products to the Agents

**Work Experience**

Sam’s Food Distributors, Terre Haute, IN February 2013-Present

Assistant Manager

* Create and manage schedules of part-time and full-time staff
* Supervise and motivate employees to provide excellent customer service
* Process pay roll for 20 employees on a bi-weekly basis
* Manage $250,000 budget in the electronics department
* Promoted to Assistant Manager from a cashier position after 11 months

**Campus Involvement**

MBA Association, Member October 2014-Present

* Traveled to National Conference to learn more about the Management field in November 2014
* Competed in the Spring 2014 Team Case competition and earned 4th place
* Served on the event planning committee and brought in professionals to speak to the group