

# BUSINESS PROFESSOR RESUME

## Summary:

A highly educated professor with more than 12 years experience in teaching; has received awards and recognitions in the field of Business Management and other management courses; has demonstrated a commitment to excellence in teaching methods; has Masters degree in Business and Marketing and has conducted a series of research programs; possesses excellence in teaching and research

## Professional Experience:

Business Professor, January 2007 – present  
University of NY, NY

## Responsibilities:

Evaluated and graded class attendance, assignments, and papers.  
Prepared course materials such as syllabus, homework assignments, and handouts.  
Maintained student attendance records, grades, and other required records.  
Business Administration Lecturer, May 2004– January 2007  
University of Minnesota, MN

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Business Administration Lecturer, May 2004– January 2007  
University of Minnesota, MN

## Education:

Bachelor of Science in Business and Marketing, University of Arizona, 1999  
Masters Degree in Business and Marketing, University of Arizona, 1997

## Skills/Certifications:

- Proficient in the use of computing technology, and strong in quantitative and research skills.
- Recordkeeping and data management
- Excellent oral and written English communication skills
- Excellent Time Management skills
- Ability to assist students in pursuing a range of directions in their studies within the broad field of the discipline
- Observe and evaluate students' performance, behavior, social development, and physical health.

## Associations/Organizations:

National Business Education Association, Treasurer  
American Council on Education, Member

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