

**LISA A. MCKINNEY**  
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University of Lynchburg  
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**OBJECTIVE:** To obtain a full-time management trainee position

### EDUCATION

**Bachelor of Arts**, University of Lynchburg, Lynchburg, Virginia, May 2019  
Major: Business Management, Minor: Computer Science G.P.A. 3.3

### RELATED COURSEWORK

Principles of Management & Organizational Behavior, Accounting 1&2, Economics

### RELATED EXPERIENCE

**Intern**, A.E. Schwartz and Associates, Waverley, Massachusetts, Summer 2018

- Wrote, edited, and copy-edited new and existing management training and consulting materials.
- Wrote an advertising supplement published in training journals.

**Business Plan**, Introduction to Business, University of Lynchburg, Spring 2018

- Research non-profit businesses in the Lynchburg area.
- Compiled plan for a non-profit business.

**Administrative Assistant**, University of Lynchburg President's Office, Lynchburg, Virginia, Spring 2017

- Compiled and organized applications of candidates during the search for a new Vice President.
- Assisted with office organization and management.

**Connection Leader**, University of Lynchburg, Lynchburg, Virginia, 2016-17

- Assisted parents and freshmen in orientation procedures.
- Facilitated weekly Freshmen Success Seminar.
- Aided students with study skills and time management.

**Volunteer**, Computerized Home & Business Systems, Inc., Concord, Massachusetts, Summers 2015-17

- Obtained office management experience, clerical and computer skills.
- Administered receptionist activities.

### COMPUTER SKILLS

Microsoft Word

Microsoft FrontPage

Facebook

Microsoft Excel

Microsoft Publisher

Twitter

Microsoft Power Point

Microsoft Visual C++

LinkedIn

Microsoft Access

Microsoft Works

Instagram

### ACTIVITIES AND AWARDS

Delta Sigma Pi- Professional Business Fraternity

Program Coordinator- Greek Service Organization Council, 2015-present

Participant- Anderson Leadership Conference, January 2016, 2017

Dean's List- 2015, 2016, 2017

### REFERENCES

Available upon request.

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University of Lynchburg