FICTIONAL SAMPLE RESUME

Priya Shah

Business & operations

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PROFILE

I turn confusing processes into clear next steps for the people who use them.

EDUCATION

B.S. Business Administration

Westbridge University | Expected May 2027

EXPERIENCE

Operations Intern | Fieldwork Services

May-August 2026

- Mapped an internal request handoff and documented where status and ownership became unclear.
- Created a shared tracking-sheet concept with a named owner and next action for every request.
- Prepared concise process notes and walkthrough materials for a supervisor review.

SELECTED PROJECTS

A clearer first week | Spring 2026

Research synthesis and content structure. 28 to 16 minutes in a sample walkthrough. Put the essential action first. Keep policy detail available without making it the starting point.

Requests with a clear owner | Summer 2026

Process mapping and tracking-sheet design. Four explicit request states. Status labels help only when the team agrees on what each state means.

An event guide people can scan | Fall 2025

Information architecture and event-day guide. A single event-day reference. The organizer's structure is not always the reader's structure.

SKILLS

Process mapping | Excel | Service design | Research synthesis | Presentation design

All names, organizations, work histories, and project scenarios are fictional demonstration material. Modeled or synthetic results are not real-world achievements.