

# SHANNON LOUGHLIN

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<b>EDUCATION</b>	<b>UNIVERSITY OF MICHIGAN</b> <b>University of Michigan Business School</b> Bachelor of Business Administration, May 2002 <ul style="list-style-type: none"><li>• Emphasis in Accounting</li><li>• Treasurer, Delta Sigma Pi, Professional Business Fraternity 2001</li><li>• University Honors, 2000-2001</li></ul> <b>College of Literature, Science and the Arts</b> <ul style="list-style-type: none"><li>• Treasurer, Residential College Players 1998-present</li><li>• 3.7/4.0 GPA</li><li>• Class Honors 1999</li></ul>	<b>Ann Arbor, MI</b>
<b>EXPERIENCE</b> <b>Summer 2001</b>	<b>SOCIAL SECURITY ADMINISTRATION</b> <b>Intern, Office of Hearings and Appeals</b> <ul style="list-style-type: none"><li>• Assisted in office operations reducing delays in processing.</li><li>• Managed communications ensuring that the correct employee received information.</li><li>• Used computer technology to create forms and documents.</li></ul>	<b>Dayton, OH</b>
<b>2000-2002</b>	<b>UNIVERSITY ACTIVITIES CENTER</b> <b>Executive Director</b> <ul style="list-style-type: none"><li>• Managed The Rude Mechanicals, a theater company within University Activities Center, the largest student organization on campus.</li><li>• Supervised over 40 people, helping them to focus on the tasks at hand and to work within budgetary restrictions resulting in two main stage productions and one smaller show.</li><li>• Planned and executed a budget of \$7500 each semester.</li><li>• Designed and developed all advertising and publicity for productions including website maintenance, resulting in greater awareness for shows.</li></ul>	<b>Ann Arbor, MI</b>
<b>Summer 2000</b>	<b>GLOBALFOODEXCHANGE.COM</b> <b>Intern</b> <ul style="list-style-type: none"><li>• Gathered requirements for, and assisted in the creation of the initial design and navigation of 4.0 release for a business to business food trading website.</li><li>• Performed quality assurance and usability testing on 3.0 releases resulting in the implementation of a user friendly web-based business application.</li></ul>	<b>Atlanta, GA</b>
<b>2000</b>	<b>THE RUDE MECHANICALS</b> <b>Stage Manager for No Exit</b> <ul style="list-style-type: none"><li>• Coordinated all technical aspects of stage production resulting in 3 highly successful sold-out performances.</li><li>• Assisted the director with time management and note-taking ensuring a productive rehearsal process.</li><li>• Facilitated communication between the director, production staff, and cast.</li></ul>	<b>Ann Arbor, MI</b>
<b>Summer 1999</b>	<b>KOHL'S CORP.</b> <b>Department Sales Associate</b> <ul style="list-style-type: none"><li>• Re-organized department to include new lines of inventory resulting in more efficient use of space.</li><li>• Assisted customers with their purchases, enforcing the company standards of customer service.</li></ul>	<b>Beavercreek, OH</b>
<b>ADDITIONAL</b>	<ul style="list-style-type: none"><li>• Experienced in the use of Microsoft Office, Adobe Photoshop, Adobe Pagemaker, and Dreamweaver</li></ul>	