

## CAREERS IN... GENERAL BUSINESS



### WHAT CAN I DO WITH A DEGREE IN BUSINESS ADMINISTRATION?

Here at The University of Akron, a Bachelor of Science in Business Administration does not include a specific major, but instead gives the student flexibility in taking two courses from each of the four departments along with the CBA core courses. Students considering careers in small businesses or have and want a background in administration may consider this option.

For additional information regarding business administration at The University of Akron, visit the College of Business Administration at: [www.uakron.edu/colleges/cba/](http://www.uakron.edu/colleges/cba/).

### SMALL BUSINESS

Because of the nature of small businesses, there is no exact career title. One may be anything from a self employed graphic designer to an accountant in a tiny firm. According to the United States Small Business Association a small business is one that is independently owned and operated and which is not dominant in its field of operation. The definition also will vary from industry to industry to reflect industry differences accurately.

### ADMINISTRATION

Through a degree in business administration, students leave their options open for plenty of job choices. If they have a specific concentration, for example, in management then certain jobs within that field would be more accessible to them. If students within business administration have more of a concentration on a specific field, then they also should see the careers brochure pertaining to that field.

### AREAS OF SPECIALIZATION

- Word Processors
- Data Entry
- Office Managers
- Administrative Assistants
- Financial Clerks
- Bookkeepers
- Legal Secretaries
- Customer Service Representatives

### REQUIRED SKILLS

- Teamwork
- Creativity
- Planning
- Problem Solving Skills
- Interpersonal skills
- Motivation
- Decision making skills
- Oral/Written communication

### COMPANIES THAT HIRE

- Advertising Agencies
- Transportation
- Retail
- Communications
- Financial Services
- Publishing
- Banking
- Healthcare Services
- Software Publishers
- Government

### PROFESSIONAL ORGANIZATIONS

- United States Small Business Association [www.sba.gov](http://www.sba.gov)
- American Small Business Alliance [www.asbanet.org](http://www.asbanet.org)
- House Small Business Committee [www.house.gov/smbiz](http://www.house.gov/smbiz)
- National Association for the Self Employed [www.nase.org](http://www.nase.org)

### JOB AND EARNING OUTLOOK

Within small businesses there is no guarantee what the business will make. Hard work and motivation is one aspect of the job that is for certain. Surveys show that a person working in a company with \$50 million in annual revenue should be making the same amount as a person doing the same job in a company with \$400 million in revenues.

Salary information depends on the exact field and nature of work. For example, the job outlook within bookkeeping is expected to grow slower than the national average, but this does not mean the same for other jobs within administration. The Occupational Outlook Handbook will have more information on specific careers. <http://stats.bls.gov/home.htm>

# CAREERS IN... GENERAL BUSINESS

## ZIPPY MASCOT

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## OBJECTIVE

To further enhance my knowledge in bookkeeping through a rewarding internship.

## EDUCATION

**The University of Akron**

Akron, OH

College of Business Administration (AACSB Accredited)

**Bachelor of Science in Business Administration**

May 2007 Graduation

- Cumulative GPA 3.5/4.0
- Dean's List (five times)

## RELEVANT COURSE WORK

Intermediate Accounting I

Taxation for Financial Planning

Accounting Information Systems

Micro Computer Applications

Personal Financial Planning

Labor Relations

Compensation Management

Business Negotiations

## RELATED EXPERIENCE

Shipping Department, Federal Express Ground

Akron, OH

**Assistant for Inventory Control**

2004-Present

- Responsible for shipping and receiving logistics
- Responsible for unloading trucks in a precise manner
- Complete various tasks in a high paced environment
- Supervise three other crew members

## WORK EXPERIENCE

Golfers Tee Lounge, Fairlawn Country Club

Akron, OH

**Bartender/Server**

2003-2004

- Handled money transactions
- Coordinated set ups and designs
- Helped managed events

## COMPUTER SKILLS

Extensive knowledge of Microsoft Excel and Access XP

Capability to work in Microsoft Word and Power point

## HONORS and ACTIVITIES

Delta Sigma Pi (Professional Business Fraternity)

2004 - Present

- President (2005 - Present)

- Vice President (2004 - 2005)

Toastmaster's, Member

2004 - Present

Golden Key Society

2004 - Present

Sigma Alpha Epsilon Fraternity, Member

2003 - Present