



## What You Can Do With a Master of Business Administration (MBA)

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### Description:

An MBA is primarily a professional degree, preparing an individual to enter a particular career. One of the original purposes of the degree was to give people with bachelor's degrees in the liberal arts and sciences a chance to acquire business knowledge and management skills. Even today, the majority of MBA students do not study business as undergraduates. Although the MBA is a general management degree, most programs allow students to select one or more areas for advanced work, called a specialization or concentration.

### Skills and Abilities:

Ability to solve problems	Interpersonal skills
Analytical and strategic abilities	Leadership
Approachable	Negotiation
Communication skills	Open to ideas and views of others
Competitive spirit	Persuasive ability
Computer knowledge	Quantitative skills
Conflict resolution	Project planning
Cooperation	Responsibility
Creative problem solving	Sensitive to needs of others
Effective time management	Strong values and ethics
Flexible/Adaptable	Team player
Integrity/Character	Tolerance of diversity
International communication skills	Vision

### Typical Work Activities:

Collaboration in decisions on product and marketing cost  
Decisions are required in an environment of uncertainty and ambiguity  
Gain the willful cooperation of others  
Interpret and appraise corporate operating performance  
Listen, communicate and relate to others in a meaningful way  
Manage people, money, physical resources, natural resources, and businesses  
Participate in cross-functional organizational interactions  
Periodic performance summaries  
Prepare consolidated financial data for reports to management and shareholders  
Short- and long-range planning.  
Develop a global perspective in terms of business, history, culture, and politics

### Possible Employment Settings

Banks/Financial Institutions:	Manufacturing
Brokerages	Non-profit Organizations
Educational Administration	Public Utilities
Government(Federal, State, Local)	Telecommunication
Health Services/Hospital Administration	Wholesalers/distribution

**Occupational Opportunities:**

Management Analysis and Planning	Tax Preparation
Entrepreneurs	Risk Management
Human Resource Management	Internal Auditor
Sales	Information Services
Accountants	Consumer Market Research
Financial Reporting	Direct Market Research
Product/Brand Management	Capital Evaluation
Investments Administration	Cost and Inventory Accounting
Corporate Finance/Investment Banking	Manufacturing Planning/Analysis
Purchasing	Research and Development
Product Development	Staff Accountant
Equal Opportunity/Affirmative Action	Staff Planning/Forecasting
Staff Development	Organizational Development

**Career Services Sources:**

Business and Finance Career Directory by Bradley J. Morgan, 1993  
Careers in Business by Lila B. Stair, 1998  
Exploring the World of Business, by Blanchard, Schewe, Nelson and Hiam, 1996  
Insider's Guide to the Top 20 Careers in Business by Tom Fischgrund, ed., 1996  
Peterson's Job Opportunities for Business Majors 1998  
Peterson's Job Opportunities in Business, 1997  
What Color is Your Parachute?, Richard Bolles, 1998

**Internet Sites:**

Entrepreneur Network	<a href="http://www.bizserve.com/">www.bizserve.com/</a>
Graduate Management Admissions Council	<a href="http://www.gmac.com">www.gmac.com</a>
MBA 101	<a href="http://www.mba101.com">www.mba101.com</a>
MBA Jungle	<a href="http://www.mbajungle.com">www.mbajungle.com</a>
MBA Style Magazine	<a href="http://www.mbastyle.com">www.mbastyle.com</a>
MBA Zone	<a href="http://www.mbazone.com">www.mbazone.com</a>
MonsterTrak	<a href="http://www.monstertrak.com">www.monstertrak.com</a>
Vault	<a href="http://www.vault.com">www.vault.com</a>

**Professional Organizations:**

American Management Association Int'l	<a href="http://www.amanet.org">www.amanet.org</a>
American Society for Training and Development	<a href="http://www.astd.org">www.astd.org</a>
Association of Management Consulting Firms	<a href="http://www.amcf.org">www.amcf.org</a>
Association for Manufacturing Excellence	<a href="http://www.ame.org">www.ame.org</a>
Financial Planning Association	<a href="http://www.fpanet.org">www.fpanet.org</a>
Society for Information Management	<a href="http://www.simnet.org">www.simnet.org</a>

Provided by  
The Career Center, The University of Alabama, 330 Ferguson, 348-5848  
March 2003

**Michelle B. Anderson**  
250 Taylor Circle

Tuscaloosa, AL 35405  
(205) 752-2255  
mba@bcc.cba.ua.edu

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**EDUCATION**

**Candidate for Master of Business Administration** December 2001  
Concentration 1: Management Information Systems  
Concentration 2: Business Strategy GPA: 4.0/4.0  
*The University of Alabama, Tuscaloosa, AL*

**Bachelor of Science in Marketing** August 1999  
Minor: Computer Science  
*The University of Alabama, Tuscaloosa, AL* GPA: 3.5/4.0 *cum laude*

**EXPERIENCE**  
1999 – Present

**Business Analyst**, Enterprise Integration Lab, University of Alabama

- Lead a team conducting a feasibility assessment of a vertical online marketplace
- Benchmark current vertical online marketplaces and analyze economic models
- Assess business model options and technology requirements
- Present findings and recommendations to Board of Directors
- Assist Federal Bankruptcy Court in developing a technology strategic vision
- Analyze business processes and the use of electronic case filing
- Conduct focus groups with stakeholders to understand their desires and concerns
- Generate and presented a strategic automation report
- Assist a venture management firm in commercializing intellectual property
- Analyze current business processes and develop new processes to support new adventures
- Assess product viability and create supporting business plans to reduce market risk
- Presented project results to The University of Alabama’s National Advisory Board

Summer 2000

**Business Analyst**, FedEx Corporation, Memphis TN

- Led a team in designing an actionable, productivity analysis Executive Information System
- Benchmarked current information resources and report generation procedures

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- Elicited functional user requirements and technology requirements
- Performed monthly productivity and cost analysis
- Developed short-term solution for productivity analysis
- Designed an automated daily productivity report
- Presented results to FedEx Managing Directors and Vice-Presidents

1996 – 1999

**Sales Consultant**, William A. Hoskins Company, Birmingham, AL

- Recommended and sold appropriate solutions based on assessment of client's needs
- Managed the sale and installation of significant projects
- Generated new clientele, represented company at various trade shows
- Designed, developed and implemented an order entry and sales history database.

Summer 1995

**Congressional Intern**, U.S. Spencer Bachus, Washington, D.C.

**COMPUTER SKILLS**

**Languages:** Visual Basic, SQL, HTML, Pascal

**Operating Environments:** Windows 95 and 98

**Business Tools:** Case Tools, Spreadsheets, Word Processing, Presentation, Internet applications, Statistical Analysis Software, Office Suite

**HONORS/ ACTIVITIES**

FedEx Scholarship Recipient, 2001

AmSouth Bank Scholarship Recipient, 2001

Beta Gamma Sigma Honor Society, 1998 - 2001

Golden Key Honor Society, 2000

Habitat for Humanity, 1999 - 2001

Alabama Computing Olympiad Assistant, 1999 - 2001

MBA Host Team, 2000

MBA Public Relations Committee, 1998 - 1999

SGA Political Affairs, 1997 - 1999