HEADING

If a student is not comfortable listing home address or contact information on their resume, they should still list a city and state, as well as a valid and professional email address. Students are strongly encouraged to list a phone number as well.

Bauer Gateway
Houston, TX
Cell: (832) 842-6120
Email: hirebauer@uh.edu

EDUCATION

PPA Education Section
Make sure to list both degrees with expected graduation dates, and list both overall and accounting GPA.

University of Houston, C.T. Bauer College of Business, Houston, TX
Professional Program in Accountancy
Master of Science in Accountancy   Expected Graduation: May 2016
Bachelor of Business Administration in Accounting   Expected Graduation: May 2015
Overall GPA: 3.5, Accounting GPA: 3.2

Bauer Honors / Honors College Education Section
Students enrolled in the Honors College or Bauer Business Honors should highlight this information on their resume under their education section.

University of Houston, C.T. Bauer College of Business, Houston, TX
Bachelor of Business Administration in Supply Chain Management   May 2015
Bauer Business Honors Program, The Honors College
Certificate of Entrepreneurship   December 2014
Supply Chain Management GPA: 3.6, Overall GPA: 3.1

Transfer Student Education Section
Once a student has become academically established at UH, it is acceptable to remove previous education (community college, other universities where they did not receive a degree). However, some students may have a reason to keep this information, especially if their academic performance or campus involvement was much stronger at the previous institution than it is at UH. *Please note that High School education should never be included on a resume.*

University of Houston, C.T. Bauer College of Business, Houston, TX
Bachelor of Business Administration in Management   May 2015

Houston Community College
Completed 45 hours towards a degree in Business Administration
Overall GPA: 3.3

ACADEMIC PROJECTS

This section can be used when a student does not have relevant work experience, but does have an understanding of the subject matter gained through hands-on class projects. The information should be achievement-focused, and should speak to the individual student's role in the project and the result that was delivered. This section should be listed after Education but before Work Experience.

ACADEMIC PROJECTS
Special Topics in Finance - Cost Reduction Case Study Analysis   Spring 2013

- As a five-person team, developed a cost reduction plan to cut expenditures for a large manufacturing company by 30%.
- Analyzed head count profit and loss information to justify decisions about personnel cuts.
- Effectively communicated with team members to develop a response to issues   presented in assigned case study; results were presented to Management faculty.

EMPLOYMENT HISTORY

Often a student has worked for the same company for their entire experience, only in different positions. This shows and upward mobility or diversity of skills gained within a job, and should be highlighted on the resume.

Madison Avenue Boutique, Houston, Texas
Assistant Manager   December 2012 – Present
- Order and verify at least $5,000 worth of inventory per week
- Manage scheduling for three full-time sales reps and two part-time cashiers
- Revised inventory storage process which decreased monthly turnover time by 15%

Sales Representative   February 2012– December 2012
- Consistently met or exceeded monthly sales quotas of $2,000 per month
- Assisted with monthly inventory turnover
- Call a minimum of 20 customers per week regarding ongoing sales promotions

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