

Bauer Gateway

Houston, Texas
(832) 842-6120
hirebauer@uh.edu

OBJECTIVE

To obtain an internship in (list your major) with an energy company (or other industry, if applicable.)

EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in (Insert Major), Minor in (Insert Minor), Dec. 2015

Entrepreneurship Certificate, May 2014

(Insert Major) G.P.A.: 3.48; Cumulative G.P.A.: 3.14

- Financed 70% of educational expenses through continuous employment

HONORS AND AWARDS

Dean's List: Spring 2013, Fall 2012, Spring 2011, Fall 2010

Acme International Scholarship, 2012-2014

EXPERIENCE

Teller

ABC Bank, Houston, Texas

November 2012 – Present

- Process checking and savings account deposits
- Market branch sales promotions and products to customers
- Respond to customer service inquiries and resolve account service issues
- Help train four incoming employees on branch procedures and policies

Sales Associate

UH Bookstore, Houston, Texas

November 2011– October 2012

- Managed and handled up to \$1500 in cash and credit card payments daily
- Assured outstanding customer service to all faculty, staff and students while on sales floor
- Assisted with marketing campaigns, visuals, purchase orders and re-stocked products
- Trained 14 new employees on opening and closing procedures and store policy
- Represented store at three university events per semester

ACTIVITIES

Asian Business Student Association, Fundraising Committee Member, Fall 2011-present

- Work with a team of five fellow students to put together four bake sales each semester
- Raise an average of \$2,500 per semester through campus events

Houston Museum of Natural Science, Volunteer Greeter, 2011

SKILLS

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java

Fluent in English and Vietnamese

Sample provided by the Rockwell Career Center, Bauer College of Business. This resume sample is only a recommendation and should be used as an example of how a resume should be designed; not for personal use. Students may use this as a formatting guide when developing descriptions of their experiences and skills.