**FirstName LastName**

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https://www.linkedin.com/in/bauergateway

# EDUCATION

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

# Bachelor of Business Administration in [Insert Major(s)], December 2016

# Minor in [Insert Minor] (if applicable)

# Entrepreneurship Certificate, May 2016 (if applicable)

(Insert Major) GPA: 3.48 (if above 3.00); Cumulative GPA: 3.14 (if above 3.00)

# ACADEMIC PROJECTS (This section is OPTIONAL)

# XYZ Energy Management Corporate Project (GENB 3302) Spring 2015

# Collaborated with a team of 7 to conduct an in-depth analysis of the energy value chain, as well as the company’s position within a competitive market place

# Conducted research on emerging technologies and marketing of products and services for energy companies

# Assisted in delegating tasks to other group members and facilitated communication between the group and company representatives to provide timely status updates

# Presented findings to management staff and received recognition as a top 3 project for the course

# EXPERIENCE

**Teller** November 2014 – Present

ABC Bank, Houston, Texas

* 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 November 2013 – October 2014

UH Bookstore, Houston, Texas

* 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

# HONORS AND AWARDS (This section is OPTIONAL)

Dean’s List: Fall 2012, Spring 2013, Fall 2013, Spring 2014, Fall 2014

International Scholarship, 2012-2014

# ACTIVITIES (This section is OPTIONAL)

Asian Business Student Association, Fundraising Committee Member, Fall 2013-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, 2013

**INTERESTS (This section is OPTIONAL)**

Blue belt in Taekwondo

Completed 2015 Woodlands Marathon and 2015 Kemah Triathlon

Avid chess player

# SKILLS

Fluent in English and Mandarin Chinese (for foreign languages indicate fluent, proficient, skilled, experienced, conversational)

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