

First Name Last Name

Houston, Texas

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OBJECTIVE

To obtain a full-time position utilizing xx, xx and xx skills. (You can customize your objective for each position. Select your favorite skills to use. Use industry buzzwords if possible.)

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, Nov.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, Nov. 2011– Oct. 2012

- Managed and handled up to \$1,500 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

(Incorporate your computer skills in your bullet points if possible.)

Fluent in English and Vietnamese