# Name

**12267 SW 90th Avenue**
**Miami, FL 33187**
**(305) 555-1212**
xxxxxxx@xxx.edu


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**OBJECTIVE:** Finance major seeking Internship position in _____, where I may use my interpersonal skills to further company growth.

**EDUCATION:** Florida International University, Miami, Florida
**Bachelor of Arts in Finance**
**Minor in Mass Communications**
GPA 3.03/4.0 Expected graduation date: May 2005

**RELEVANT COURSES:**

- Marketing
- Managerial Accounting
- Statistics for Business
- Managerial Economics
- Management
- Financial Accounting
- Principles of Finance
- Legal Environment of Business
- Operations Management

**EXPERIENCE:**

**Office of Community Service, Gainesville, FL** **Office Assistant** **January 2004 – Present**

- Market services related to learning and community service using multiple channels of distribution to students at the University of Florida.
- Communicate directly with students, faculty, staff, and community contacts via traditional and electronic means.
- Organizing Spring 2004 Volunteer Fairs, which involved coordination of over 50 volunteer agencies.

**Ann Taylor, Orlando, FL** **Client Associate** **May 2003 – December 2003**

- Responsible for direct sales of company merchandise.
- Achieved 7% of daily gross sales for this Orlando location.
- Recognized as top employee for credit card activations during Summer 2003.

**Office Depot, Orlando, FL** **Assistant** **May 2002 – December 2002**

- Responsible for direct sales of company merchandise.
- Achieved 7% of daily gross sales for this Orlando location.
- Recognized as top employee for credit card activations during Summer 2002.

**ACTIVITIES/AWARDS:**

- **International Business Society** **Member** **Spring 2004 - Present**
- **Indian Student Association** **Liaison** **Fall 2003 - Present**
- **CHAMPS Mentoring program** **Public School Mentor** **Spring 2003 - Present**
- **Florida Women in Business** **Member** **Spring 2003 – Present**
- **Business Administration College Council** **Member** **Fall 2002 - Present**
- **Florida Bright Futures Scholarship** **Recipient** **Fall 2001- Present**

**LEADERSHIP:**

**Indian Student Association** **Dance Director** **Fall 2001-Present**

- Recruit, produce, and manage a dance group of 12 members for an annual celebration.
- Coordinate 2003 National Gandhi Day of Service involving over 100 members.

**South Asian Student Alliance** **Co-Chair** **Summer 2002- Spring 2003**

- Directed and managed cultural programming for South Asian Student Alliance (SASA).
- Coordinated nationwide dance competition involving over a dozen South Asian student organizations.

**SKILLS:**

- Fluent in Hindi
- Microsoft Word, Excel, Power Point
- C+ +, Cobol