

JIMMY DAILEY

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OBJECTIVE

To obtain a finance internship for Summer 2011.

EDUCATION

The University of Tennessee, Knoxville, TN May 2012
Bachelor of Science in Business Administration, Major: Finance
GPA: 3.15/4.00

EXPERIENCE

UTK Financial Aid Department, Knoxville, TN August 2009 - present
Student Assistant

- Assist students with financial paperwork and scholarship applications
- Handle confidential financial documents with care
- Plan and co-teach budgeting workshop for 50 incoming freshmen

Starbucks, Knoxville, TN May 2008 - August 2009
Barista

- Maintained a balanced cash drawer of up to \$1,000
- Provided exceptional customer service to a diverse group of customers
- Worked 25 hours weekly while taking a full course load

AmSouth Bank, Knoxville, TN April 2007 - May 2008
Head Teller

- Managed cash drawer of \$10,000
- Received local and regional awards for customer satisfaction
- Promoted to head teller in only 6 months
- Trained 10 new tellers at 3 different bank branches

HONORS AND ACTIVITIES

Financial Management Association (FMA) August 2008 - present
Gamma Beta Phi National Honor Society August 2008 - present

- Regional Reporter 2009-2011

Sigma Phi Epsilon Fraternity May 2009 - present
• Head of Brotherhood work week at East Tennessee Children's Hospital

Leadership UT Fall 2010

East Tennessee Community Design Center Volunteer Spring 2010

Knoxville Humane Society Volunteer May 2009 - August 2009

COMPUTER SKILLS

- Proficient in Microsoft Access, PowerPoint, Word, and Excel, with emphasis in functions and macros
- Thorough knowledge of Advent Axys 3.0 and Baseline Research Software