

SAMPLE RESUME - FINANCE (Entry-Level)

Format: Chronological

Career & Counseling Services, University of Houston - Clear Lake

DAVID WAYNE

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EDUCATION

Bachelor of Arts in Finance

December 1999

University of Houston - Clear Lake

- Grade Point Average 3.7
- President, Financial Management Association
- Named Who's Who Among American College Students

EMPLOYMENT

Mathematics Tutor, Mathematics Center

1996 - Present

Clear Lake Community College, Clear Lake, Texas

- Develop Math Center self-help materials.
- Assist students in sharpening their math skills.

Office Assistant

1994 - 1996

Jones and Jones Accounting Firm, Clear Lake, Texas

- Provided preliminary client in-take and responded to client questions.
- Maintained client records using computer filing system.
- Greeted visitors and answered phones.

Sales Associate

1992 - 1994

J. C. Penney's, Houston, Texas

- Assisted customers with selection and purchase of men's clothing.
- Operated cash register to include balancing at end of shift.

OTHER EXPERIENCE

Volunteer, Clear Lake Soup Kitchen, Clear Lake, Texas

1997 - Present

- Coordinate volunteers schedule.
- Developed and implemented computerized inventory system.

COMPUTER SKILLS

Working knowledge of Windows, MS Word, PowerPoint, Lotus 1-2-3, Excel