

# SAMPLE BUSINESS RESUME

## Stu Dent

715 Myrtle Ave.

Bridgeport, CT 06604

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- Profile:** Highly motivated graduating senior with applied knowledge of financial analysis and budget reporting. Strong interpersonal and communication skills with the ability of relating to diverse communities.
- Education:** **University of Bridgeport**, Trefz School of Business Bridgeport, CT  
**Bachelor of Science** Expected May 20xx  
Major: **Finance**, Minor: **General Business**, GPA: **3.8**
- Internship** **Compare Foods** Stamford, CT  
**Experience:** *Finance Department* 6/xx-8/xx
- Generated monthly forecast reports using internal database which proved to accelerate timing of distribution to management
  - Converted information from current Excel trade table into improved and updated format used for 20xx budget planning
  - Created a database using Excel and Sharp to summarize Dry Packaged Desserts Channel Splits
  - Produced reports detailing percentages of sales to help management determine need for product continuation
- Work** **Smith & Jones, LLC.** Greenwich, CT  
**Experience:** *Administrative Assistant* Summers 20xx-20xx
- Performed administrative tasks for fast paced firm with over 15 attorneys handling Real Estate, Litigation, and Corporate Law
  - Communicated with staff, attorneys, partners, and team of interns on depositions, researching files, and organizing exhibits
- Mellon Agency, Inc.** Bridgeport, CT  
*Administrative Assistant/ Receptionist* 9/20xx-5/20xx
- Recorded voucher payments from client transactions using Microsoft Access
  - Analyzed receipts and created financial reports using Excel
  - Managed sensitive information of current and prospective clients
- Activities:** Finance Club, *Active Member* 20xx-Present  
Habitat for Humanity, *Volunteer* 20xx-Present
- Skills:** *Technical:* Microsoft Word, PowerPoint, Outlook, & Orbis  
*General:* Organization, Leadership, Interpersonal Skills, Detail Oriented  
*Language:* Working knowledge of German
- References:** Furnished upon request