

# Resumes for business and accounting majors

## **Making the most of your business degree**

Business administration coursework develops your ability to assume positions of leadership at all levels of management. A wide range of coursework in areas like organizational behavior, human resources, international business, marketing and statistics is helpful. Look for employment in private business, media, government and nonprofits. Positions include sales, marketing research, account management, insurance, advertising, merchandising, purchasing, production and supervision.

Enhance your resume through internships, volunteering, joining organizations, and refining skills in statistics, computer systems and other key areas.

Review the following resume examples for ideas. The samples are one page long for illustrative purposes; two pages is quite common, so be sure not to cut relevant information to make it fit into a page. Confirm that your resume reflects your skills; create a skills-based resume or add a related coursework and projects section if you have skills that don't appear through work, internships or volunteerism.

## **References:**

Bank of America Career Services Center, University of Delaware, [udel.edu/CSC](http://udel.edu/CSC)

Western Washington University Career Services Center, [careers.wvu.edu](http://careers.wvu.edu)

## BRETT JONES

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Rosemount, MN 55068

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BJones3@yahoo.com

### SUMMARY

Experienced retail supervisor completing a business administration degree and seeking a management trainee position. Proven organizational abilities, experience in business marketing, and proficient in related software systems. Able to apply management principles on the job.

### EDUCATION

Metropolitan State University, St. Paul, MN  
**Bachelor of Science:** Business Administration

Anticipated August 2012

### RELATED COURSES AND PROJECTS

**Courses:** Strategic Management, Operations Management, Management Information Systems, Organizational Behavior, Advanced Statistics

**Special Project:** Analysis of a restaurant's business operations that resulted in a 13% operational cost savings through restructuring debt and negotiating supplier contracts

### PROFESSIONAL EXPERIENCE

TARGET, Apple Valley, MN

January 2012-Present

#### Management Intern

- Collaborate with managers and sales team members to resolve customer complaints
- Monitor customer preferences to determine focus of sales efforts
- Establish and review departmental policies, goals and procedures, conferring with supervisors and staff members as needed
- Assist with interviewing, hiring and training new employees

GANDER MOUNTAIN, Roseville, MN

2009–Present

#### Shift Supervisor

- Train, supervise and schedule employees in daily operations and customer service
- Ensure efficient service by monitoring inventory, monitoring trends and ordering supplies
- Managed cash transactions, including daily reconciliations and deposits

TARGET, St. Paul, MN

2005–2009

#### Customer Service Specialist/Cashier

- Ensured prompt and courteous customer service and resolution of concerns
- Assisted in training new employees in all aspects of cashiering and merchandise returns
- Recognized with four Employee of the Month awards

### PROFESSIONAL AFFILIATIONS

International Association of Business Administration Professionals

### TECHNICAL SKILLS

Microsoft: Visio, Project, Excel, Access, Word, PowerPoint, Publisher; PeachTree Accounting

## MARY MATHISEN

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 651-699-9059 • mmathisen@gmail.com • www.linkedin.com/in/mmathison

### SUMMARY

**Accounting** professional with education and an internship focused on internal business auditing. Known for ability to assess complex situations and provide effective resolution. A skilled payroll professional with meticulous attention to detail.

### EDUCATION

Metropolitan State University, St. Paul, MN

May 2012

**Bachelor of Science:** Accounting, GPA: 3.82

Eligible for CPA exam: August 2012

Inver Hills Community College, Inver Grove Heights, MN

**Associate of Applied Science:** Business Management

### PROFESSIONAL EXPERIENCE

R&D Tax and Accounting Service, St. Paul, MN

February 2012–Present

#### **Audit Intern**

- Tabulate and examine sections of accounts, such as disbursements and reconciliations
- Examine register, verifying vendor names and amounts with receipts and invoices
- Notify lead examiner of any inaccuracies, shortages or discrepancies
- Complete comprehensive audits quickly and accurately; prepare organized reports

City of St. Paul, St. Paul, MN

2007–Present

#### **Payroll Specialist**

- Maintain payroll and benefits payments for 40 departmental employees
- Consult with new employees about direct deposit payroll, and communicate with financial institution about issues regarding direct deposit
- Promptly process accurate daily, weekly, monthly, and year-end reporting

ABC Industrial Manufacturing Co., St. Paul, MN

2001–2007

#### **Payroll Specialist**

- Maintain payroll and benefits payments for 80 employees
- Ensure a seamless transition during software upgrades and times of technical issues
- Execute eTime hours and attendance processing and interface with payroll
- Update and reconcile monthly bank statements and process manual checks

### VOLUNTEERISM

Tax preparation for low-income families, Neighborhood Association, 2009 to Present

### AFFILIATIONS

Metropolitan State University Student Accountants

Minnesota Association of Certified Public Accountants

American Association of Payroll Professionals

# KRISTIN WILSON

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Woodbury, MN 55059

651-822-4575  
KristinW@gmail.com

## SUMMARY

Adaptable business administration graduate with studies focused on international business and entrepreneurship seeking an entry-level opportunity in business management. A skilled communicator with the ability to work in a fast-paced environment. Experience includes consulting with tax clients and handling sales and client communications for a tax office.

## EDUCATION

Metropolitan State University, Saint Paul, MN

**Bachelor of Science:** Business Administration, GPA: 3.58

May 2012

## PROFESSIONAL ACCOMPLISHMENTS

### RELATED COURSES

- International Entrepreneurship, International Business, Strategic Management Accounting, Project Management, Management Information Systems
- Coursework focused on international business management; basic fluency in written and spoken Spanish

### SPECIAL PROJECT

- Project manager for a student group that built a bookkeeping and payroll system for a nonprofit organization, streamlining business operations. Served as a payroll consultant during the initial rollout of the system

### COMMUNICATION

- Honed communication skills in a fast-paced environment where multi-tasking, teamwork and high-quality customer service is a must
- Effectively communicated options and requirements with clients while assisting tax preparation specialists in preparing tax packages and handling billing

## WORK HISTORY

Valley Tap, Apple Valley, MN  
**Bartender**

2009-Present

Famous Dave's, Apple Valley, MN  
**Server**

2005-2009

Dave's Tax Service, Mendota Heights, MN  
**Tax Preparation Assistant (Seasonal)**

2002-2011

### **OTHER IDEAS FOR WORDING YOUR ACCOMPLISHMENTS, PROFILES, SUMMARIES:**

- Strong communication, interaction and relationship-building skills
- Fluent in Hmong; basic fluency in Spanish
- Proficient in technology including Microsoft Office, Customer Relationship Management (CRM) software and social media
- Knowledge and experience in supporting marketing departments
- Adaptable to a wide variety of software systems in an office and retail environment
- Proven ability to form lasting relationships and gain the trust of colleagues and clients at all levels
- Skilled in researching and analyzing potential markets and product positioning
- Known for ability to motivate employees by maintaining a positive demeanor, strong work ethic and commitment to quality

### **COURSEWORK AND PROJECTS**

**Coursework:** Financial Accounting, Strategic Management Accounting, Marketing Principles, Principles of Finance, Organizational Behavior, Managing a Diverse Workforce, Managing Quality, Operation Management, Challenges and Choices in Small Business and Entrepreneurship, Human Resource Management, Case Studies in Strategic Management, Business Ethics.

**Projects:** Developed skills in financial reporting, financial report analysis, crafting and executing strategies, gain proficiency in applying core concepts and analytical tools

- **Capstone Project:** Analyzed case studies of various companies, applied core concepts and analytical tools on various situations
- **Group Projects:** Lead and facilitated projects, created and presented PowerPoint presentation on Dell Corp.
- **Communications:** Acted and collaborated with student on projects, incorporated various inputs from classmate and implemented strategies

## Resources and Associations

American Management Association [www.amanet.org/](http://www.amanet.org/)

Careers in Business [www.careers-in-business.jobsinthemoney.com](http://www.careers-in-business.jobsinthemoney.com)

Community Career Center [www.nonprofitjobs.org](http://www.nonprofitjobs.org)

Consulting Information Services [www.consultinginfo.com](http://www.consultinginfo.com)

Good Works <http://goodworksfirst.org/>

GuideStar [www.guidestar.org](http://www.guidestar.org)

Internet Nonprofit Center [www.idealists.org](http://www.idealists.org)

James J. Hill Reference Library (research guides and publications)  
[http://www.jjhill.org/research\\_online/publications\\_and\\_research\\_guides.cfm](http://www.jjhill.org/research_online/publications_and_research_guides.cfm)

Minnesota Society of Certified Public Accountants [www.mncpa.org](http://www.mncpa.org)

National Association of Hispanic MBAs [www.nshmba.org](http://www.nshmba.org)

National Black MBA Association [www.nbmbaa.org](http://www.nbmbaa.org)

Nonprofit Career Network [www.nonprofitcareer.com](http://www.nonprofitcareer.com)

Opportunity NOCs (Nonprofit Organizations' Classifieds) [www.opportunitynocs.org/](http://www.opportunitynocs.org/)

Starting Your Business [www.sbaonline.sba.gov/](http://www.sbaonline.sba.gov/)

The National Business and Disability Council [www.business-disability.com](http://www.business-disability.com)

The Riley Guide [www.rileyguide.com](http://www.rileyguide.com)