

John Doe

Address Apartment #* College Station TX 77840* email@gmail.com* (xxx)-xxx-xxxx

EDUCATION

- Texas A&M University**, College Station, TX May 2018
Bachelor of Business Administration with emphasis towards Finance
GPR: 3.0
- Always High School**, Austin, TX May 2014
High School Texas Distinguished Program
GPA: 3.3; Top 25% Quartile

EXPERIENCE

- University Engineering Experiment Research Station** February 2015- Present
Finance & Accounting Student Worker
- Managed the inflow of research expenses, assured correct accounting practices were followed when filing deductions & filing backup.
 - Maintained financial transparency, in relation to requesting funding from Texas A&M University.
 - Management allowed research team to develop improved and more efficient industrial engineering plans to airports in San Antonio, Austin, Dallas and Houston.
 - Energy research and application saved over 3 million dollars in energy costs in airports from a single research project.
- Stubbs BBQ**, Austin, Texas June 2014-Aug 2014
Finance & Accounting deductions Intern
- Managed filing deductions to cloud based accounting software Blue Planner.
 - Gained knowledge of accounting practices in a corporate environment.
 - Interacted with finance brokers, needed to request additional backup from individual firms and brokers when deductions were missing.
 - Acquired experience in a corporate startup, educating my entrepreneurial curiosity.
- Barton Creek Country Club**, Austin, Texas Jan 2014-Sept 2014
(March 2014-Sept 2014)
Member Services- Fazio Foothills Pro Shop
- Catered to golf members by offering assistance with golf carts and equipment.
 - Developed relationships with members, which led to internship offer.
 - Assisted in coordinating annual Darrel K. Royal golf tournament, one of the largest in Texas.
- Host - Tejas Dining Room** (January 2014-May 2014)
- Hosted in elite members only dining room.
 - Developed amicable relationship with members, knowing them on a first name basis.
 - Trained and monitored, by manager who managed high class restaurants in New York.
 - Expanded business relationships with members during slow hours, and was able to use these relationships to obtain Member Services job.
- La Madeleine French Cafe**, Austin, Texas June 2013-Aug 2013
Dishwasher/Busser/Cashier

TECHNICAL SKILLS

- Basic knowledge of coding (Python & Java)
- Proficient in Windows XP, Vista, 7&8, Word, PowerPoint, and Excel

ACTIVITIES

- Student Council**, Always High School (Austin, Texas)
General Council Member.
- Aided the president in organizing, coordinating, and running homecoming 2011-2014.
 - Assisted in coordinating *Alcohol Awareness & Drunk Driving* community service program in 2012.
 - Co-organized, ran, and assisted in numerous of general council activities; such as ping pong tournament in December of 2013 to help alleviate student stress during finals.

LANGUAGES

Fluent in English and Spanish

