

Davis

0000 WSO Ave.
Los Angeles, CA 91269
(000)-000-0000
Davis@mail.com

Education

University, California

Bachelor's Degree in Finance

Fall Class of 2014

- Cumulative GPA: 3.3/4.0
- Honors: Dean's List, Gamma Sigma Alpha Honors Society
- Relevant Coursework: Calculus for Business, Management of Financial Institutions, Managerial Accounting, Financial Accounting, International Finance, Economics, Business Management, Investments, Corporate Finance.
- Organizations: Lambda Alpha General Fraternity, Gamma Sigma Alpha Honors Society (ΓΣΑ), New Student Programming (NSO), Associated Students Judicial Court, (ASJC), Associated Students (AS), Model United Nations (MUN).

Working Experience

Coffee Bean & Tea Leaf

Barista

March 2011 – April 2014

- Provided excellent customer service to those that entered the store
- Knowledge of the drinks and products that Coffee Bean had to offer its customers
- Required to handle the register and responsible for it's contents

University, California

New Student Orientation Leader

March 2012 – December 2012

- Along with other orientation leaders, we were tasked with the oversight over the Graduation ceremonies for that academic year.
- We were given oversight over groups of incoming freshmen, to which we where to introduce them to the various resources that campus has to offer.

University, California

Associate Judge in Associated Students

March 2013 - Current

- Responsible for ensuring that Associated Students (A.S.) actions, policies, and procedures are in alignment with the spirit of A.S. Constitution.
- Oversight over A.S. process of chartering new clubs and organizations
- Review of Purpose or Name change of already existing clubs and organizations on campus

Leadership

Lambda Alpha

External Vice President

March 2012 – Fall 2012, Fall 2013

- Managed a 12,000 Dollar Budget used for Chapter Functions for the entire year
- Oversaw 3 officers below my position, ensuring their efficient use of the office.
- Oversaw the Fraternities Annual Philanthropic Events including, AIDSwalk, Relay for Life, and our own event Pumpkin Smash. Of which the latter of these, we were awarded by campus for the amount of clothing we generated for those in need.

Skills, Activities, & Interests

Technical Skills: Proficient in the Microsoft Office Suite

Interests: The Arts, Music, Literature, Current Events, History, Philosophical Discussion, and Traveling. In essence, anything that gives me the opportunity to learn of things that I have no background in.

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