

# My Name Goes Here

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Current: 123 Address City, State 12345 | Permanent: 456 Address City, State, 67890

## EDUCATION

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### Southern Non-Target School

City, State

*B.B.A, Finance and International Business Co-Major* – **Cumulative GPA: 3.40/4.00**

**Expected: May 2014**

- **Relevant Coursework:** Economic Development of the United States, Introduction to Information Systems in Business Principles of Accounting I, Principles of Macroeconomics
- **Honors/Scholarships:** Deans List, HOPE Grant Scholarship (3.0+ GPA)

## PROFESSIONAL EXPERIENCE

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### Atlanta's Best Catering

City, State

*Ice Cream Caterer*

**May 2013 – July 2013**

- Serviced over 50 diverse range of clients ranging from small businesses to large corporations in different industries
- Worked with clients 1 on 1 via phone or in person to establish customer relationships and setup procedures
- Prepared and organized equipment and materials for serving up to 200 customers
- Provided excellent customer service to 100+ patrons per event in a fast-paced environment

### Maxi Food

City, State

*Cashier*

**June 2011 – August 2012**

- Priced merchandise, managed inventory of product stock and customer transactions on a daily basis
- Exceeded \$1,000 weekly sales quota
- Analyzed consumer trends and external factors to supplement promoting different merchandises
- Assembled product displays in accordance to specifications given by the business owner

## LEADERSHIP & AFFILIATIONS

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### UGA Hall Council

Athens, GA

*Treasurer*

**September 2012 – May 2013**

- Prepared a tentative budget of \$8,500 per semester in cooperation with the executive committee and Residence Hall Director
- Performed routine bookkeeping on both budget inflows and outflows using Microsoft Excel
- Presented weekly financial status reports at each Hall Council Meeting
- Cooperated with 5 other Hall Council board members to plan and coordinate community programs for residents

### Multicultural Business Student Association

Athens, GA

*Member*

**August 2013 – Present**

- Build connections with developed business professionals from numerous world-class firms
- Participate in myriad of business seminars led by Terry students, advisors, and various corporate sponsors

## INTERESTS

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- Investing, Piano, Learning new languages