

Name

Address • City, State
Phone Number • Email@email.com

Educational Background

University of Washington • Seattle, WA

- Major: Business Administration - Finance; Cumulative GPA 3.9; Major GPA 3.92
- Dean's List Award Multiple Quarters

High School • [REDACTED]

September 2007 – June 2011

- Recipient of Top 25 Students Award; Cumulative GPA 3.85; SAT Score: 2110
- Captain and MVP Award Recipient Varsity Tennis; Varsity Golf

Work Experience

City [REDACTED] Tennis Instructor

June 2013 – August 2013

- Taught and supervised diverse groups of multi-age students
- Planned engaging curriculum and promoted tennis program without supervisor involvement
- Responsible for teaching basic to advanced tennis skills
- Organized intra-league matches and coordinated with coaches across multiple counties

[REDACTED] Associate

September 2012 – October 2012

- Facilitated sales and strong customer relationships through excellent customer service
- Organized inventory and prepared merchandise for display on the sales floor

[REDACTED] Customer Service Specialist

July 2010 – September 2011

- Consistently ranked among the top associates in customer loyalty sign ups and sales
- Diagnosed and solved technical problems, including computers infected with viruses or malware

Volunteer Experience

[REDACTED] Advisory Board

September 2009 – June 2011

- Enhanced library resources by providing input on inventory purchases
- Assisted in organizing community events, particularly teen activities

Relevant College Coursework

Accounting- Completed financial, managerial, and intermediate accounting with high scores; analyzed multiple real life cases, including subject related to Twitter's S-1 Filing, Exxon Mobil's inventory management, and Apple's subscription accounting.

Finance- Analyzed MBA level Netflix capital budgeting case; tracked stock portfolio and assessed performance relative to market proxy.

Economics- Successfully completed three levels of economics with high marks: microeconomics, macroeconomics, and intermediate microeconomics.

Skills and Interests

- Proficiency in Microsoft Office (Word, Excel, Powerpoint)
- Strong interpersonal skills
- Ability to analyze quantitative data

Interests: Non-fiction books, reef aquariums, managing stock portfolios, biking, golf, and tennis