

# Name

Address  
Number|Email

## **EDUCATION**

<b>University</b>	<b>City, State</b>
<i>Bachelor of Science in Finance</i>	Expected Spring 2018
• <b>GPA:</b> 3.3	
• <b>Relevant Coursework:</b> Financial and Managerial Accounting, Business Finance	

## **WORK & LEADERSHIP EXPERIENCE**

<b>Animal Hospital</b>	<b>City, State</b>
<i>Veterinarian Technician</i>	Aug 2013 – Current
• Quickly promoted to head technician after only 6 months due to high performance standards	
• Train all new associates being onboarded	
• Responsible of client education, patient charts and resolution of issues	
• Manage weekly inventory analysis and provide accurate reporting in order to reduce shrink rate	
• Assist doctors in diverse medical procedures following strict medical protocols	
• Resolve client account issues and always provide 100% customer satisfaction	
<b>501c3 Non-Profit</b>	<b>City State</b>
<i>Vice President</i>	Jan 2015 – Current
• Assist in setting up 15 fundraisers	
• Event coordination of diverse events	
• Write grant proposals for expansion of facility	
• Raised \$50,000 for Louisiana flood relief	

<b>College</b>	<b>City State</b>
<i>Tutor</i>	Fall 2014 – Spring 2016
• Worked effectively with students to help them understand material in accounting and economics	
• Provided constant support to 20 students on a weekly basis	

## **SKILLS, ACTIVITIES & INTERESTS**

**Languages:** Basic Spanish

**Computer Skills:** Proficient in Excel, Word, PowerPoint and Access

**Interests:** Camping, race cars and mountain bike riding