

John Doe

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APT 51
Somewhere, NC xxxxxx

email@edu
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EDUCATION

Target School

Bachelors of Science (B.S.), Business Administration

- **Cumulative GPA: N/A**

Somewhere, NC

Expected Graduation: May 2017

Non-Target School

Bachelors of Science (B.S.), Finance

- **Cumulative GPA: 3.78/4.00**
- **Relevant Coursework:** Corporate Finance, Microeconomic Theory, Principles of Microeconomics, Financial Accounting, Managerial Accounting
- Worked full-time to aid funding of undergraduate studies

Fort Myers, FL

August 2013 – May 2015

Honors

- xxxx President's / Dean's List – 4.0 and 3.5 GPA respectively
- xxxx Golden Key Honor Society – Awarded to the top 10% of students in class
- xxxx Phi Eta Sigma Honor Society – Awarded to full-time students who maintained a 3.5+ GPA during their first year

RELATED EXPERIENCE

XYZ Medicalilling Company

Accounts Receivable Analyst

- Analyzed current escheatment process, designed reports with findings and presented them to Directors
- Developed algorithms to automate the escheatment process making it more efficient
- Conducted “due diligence reports”, “no response scripts”, and “uncashed checks scripts”
- Created account adjustments based on contractual obligations with various insurance companies
- Allocated over \$300,000 in Medicaid Parity Payments from escrow accounts into patient accounts

Fort Myers, FL

May 2014 – September 2014

OTHER EXPERIENCE

High end retail

Sales Associate

- Top three store of 60 + in company during Fiscal Year 2014; increased sales 30%
- Analyze SOP and ratio reports to improve sales techniques and presentations with co-workers
- Communicate with customers on products as well as benefits associated with various models and styles
- Conduct bi-monthly bulk counts and update daily, weekly, and monthly sales goals based on company sales indices
- Received commendation for facilitating the training of new employees, including management

Estero, FL; Mebane, NC

March 2013 - Present

XYZ Slave Labor

Irrigation/Lawn Tech (Seasonal)

- Installed various irrigation instruments in residential and commercial settings
- Maintained residential and commercial landscapes to customer specifications

Cape Coral, FL

May 2012 – August 2012; May 2011 – August 2011

OTHER INFORMATION

Interests: Investing, Soccer, Fishing, Golfing, Reading, Weightlifting, Kayaking

Activities: Marketing Club (xyz school), Accounting Society (xyzz school), Peer Tutoring, Intramural Soccer/Dodgeball

Volunteer Work: North Fort Myers Soccer Club Coach