

# NAME

ADDRESS  
CITY, STATE, ZIP  
PHONE  
Email address

- OBJECTIVE:** Seeking admission to the University of Wyoming Bachelors of Applied Science program. Possess a solid work history and past academic background.
- EDUCATION:** **Associates of Applied Science in Business:** May 2003  
Metropolitan Community College, Omaha, Nebraska  
GPA: 3.87/4.0 scale
- Graduated with Honors
  - Dean's list
- EXPERIENCE:**
- Sept 2002-Dec 2002 **Internship**, Nebraska Forest Association, Chadron, Nebraska
- Developed a power point presentation for the Chuck Cheese Nursery
  - Converted Applix files to Microsoft files
  - Assisted Budget and Finance department on various accounting tasks
  - Created, updated, and filed inventory lists
- May 2002-Aug 2002 **Personal Shopper/Cashier**, Safeway, Blair, Nebraska
- Took grocery orders over the phone from customers
  - Rang-up ordered items accurately
  - Delivered groceries to customers at requested time
- Mar 2001-Aug 2001  
Aug 1999-Feb 2000 **Assistant Accountant**, Federal Services, Omaha, Nebraska
- Created and maintained an accurate filing system
  - Used Microsoft Word, Excel, Platinum, QuickBooks, Lotus
  - Entered sales journals, accounts payable, accounts receivable
  - Organized financial statements
  - Prepared commission statements
  - Assisted other employees with various projects
- Apr 2000-Mar 2001 **Sales Clerk**, Liquor & Video Shop, Blair, Nebraska
- Assisted customers with purchases
  - Trained and supervised employees
  - Oversaw daily business operations
  - Configured merchandise and advertising displays
- Aug 1998-Jul 1999 **Teller**, Wells County Bank, Blair, Nebraska
- Processed financial transactions and provided high quality customer service
  - Trained to use banking industry software
  - Responded to customer inquiries and resolved account problems
- HONORS:** Scored 160 out of 200 on the ETS Major Field Test (Business), May 2002  
Named Vice President of Delta Chi Sorority for 2002-2003  
Inducted into Phi Theta Kappa International Honor Society, March 2001  
Named in The National Dean's List for 1998-1999
- REFERENCES:** Attached

## REFERENCES for Name

Name  
Job Title  
Place of Work  
Work Address  
City, State, ZIP  
Phone Number  
Email Address

Same as above

Same as above

Same as above

Etc.