

Sample Student

Philadelphia, PA



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linkedin.com/sample student



HONORS AND AWARDS

Pennoni Honors College
Drexel University
20XX - Present

Dean's Scholarship
Drexel University
20XX - Present

SKILLS

Computer: Microsoft Word, Excel,
Access and PowerPoint
Language: Fluent Spanish

RELEVANT COURSEWORK

Foundations of Business I, II
Business Communications
Financial Accounting
Financial Reporting
Introduction to Finance
Operations Management
Management Information Systems
International Business
Business Law I, II

EDUCATION

Bachelor of Science in Business Administration, June 20XX
Finance Major, Cumulative GPA: 3.65
Drexel University, Philadelphia, PA

PROJECT EXPERIENCE

Chief Financial Officer, June 20XX - September 20XX
Market Street Incorporated Simulation, Drexel University

- Analyzed and established product line gross profit margins
- Redesigned and improved strategic plan, annual budgets, and financial reporting documents
- Collaborated within a team to develop a well-detailed business plan and sales forecast
- Recorded results and changes from each decision period using Excel

EMPLOYMENT EXPERIENCE

Office Assistant, September 20XX - Present
Law Office of Greene, White and Gray, Havertown, PA

- Provide office support including filing, copying and out of office errands
- Direct phone inquires to staff in a friendly and efficient manner
- Utilize Excel to maintain and update client database

Sales Associate, October 20XX - June 20XX
The Gap, Cherry Hill, NJ

- Greeted customers upon entry to store and provided any assistance requested
- Maintained order of sales floor and fitting rooms
- Promoted store credit cards and consistently met quotas

ACTIVITIES

Member, March 20XX - Present
Drexel University Student Finance Organization

Student Ambassador, January 20XX - Present
Drexel University

Captain, September 20XX - Present
Drexel University Lacrosse Team