

# **SAMPLE RESUME - FINANCE (Entry-Level)**

**Format: Chronological**

**Career & Counseling Services, University of Houston - Clear Lake**

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## **DAVID WAYNE**

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Clear Lake, TX 77054  
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## **EDUCATION**

### **Bachelor of Arts in Finance**

University of Houston - Clear Lake

**December 1999**

- Grade Point Average 3.7
- President, Financial Management Association
- Named Who's Who Among American College Students

## **EMPLOYMENT**

### **Mathematics Tutor, Mathematics Center**

1996 - Present

Clear Lake Community College, Clear Lake, Texas

- Develop Math Center self-help materials.
- Assist students in sharpening their math skills.

### **Office Assistant**

1994 - 1996

Jones and Jones Accounting Firm, Clear Lake, Texas

- Provided preliminary client in-take and responded to client questions.
- Maintained client records using computer filing system.
- Greeted visitors and answered phones.

### **Sales Associate**

1992 - 1994

J. C. Penney's, Houston, Texas

- Assisted customers with selection and purchase of men's clothing.
- Operated cash register to include balancing at end of shift.

## **OTHER EXPERIENCE**

### **Volunteer, Clear Lake Soup Kitchen, Clear Lake, Texas**

1997 - Present

- Coordinate volunteers schedule.
- Developed and implemented computerized inventory system.