

Thomas Gibbons

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Address: 111 Wharf Drive, Miami Florida 33222

EDUCATION:

STATE UNIVERSITY, Miami, FL

Bachelor of Science in Business Administration, July 2009 - May 2011

Relevant Courses: Financial Accounting, Managerial Accounting, Finance, Microeconomics, Macroeconomics

STATE COLLEGE, Miami, FL

Associate in Arts in Liberal Arts, Feb 2008 - June 2009

Graduated with High Honors, Dean's Honor List

4th place in round 2 of the 2007-2008 National Mathematics Competition

Associated Student Government Award Scholarship

EXPERIENCE:

STUDENT COUNSELING CENTER, Miami, FL

Counselors' Assistant. [May 2008 - June 2009]

- Selected from dozens of applicants for this position.
- Communicated with international students with different backgrounds to identify the situation, provided access to information, and direct students to resources; also provided guidance via phone.
- Assisted counselors by gathering relevant information in advance and scheduling appointments.
- Executed the student service by arranging sign-ups and budgeting time slots; initiated effective walk-in list management and filing rules; shaped task routines; clarified duties of different assistants; trained new hires; resolved problems of responsibility shift and unsafe housing sources.
- Coordinated between offices; represented the office in special projects like International Day, campus tour, new student information seminar, and graduation dinner.

PLAY & MUSIC, Miami, FL

Intern. [Summer 2007]

- Assisted the teachers during class by guiding children using proper language and manners; translated the teachers' words to parents.
- Worked with teachers to manage the schedule and class preparation.
- Bridged the parents and teachers by providing useful resources. Accomplished effective customer service.

BOOK DISTRIBUTION COMPANY, Miami, FL

Assistant Staff. [May 2008 - June 2009]

- Expanded target consumer group using effective marketing techniques; engaged in making business decisions..
- Performed customer service to different group of people.
- Traveled to attend book fairs and gathered market information.
- Assisted the inventory management, helped keep record of the selling and buying of books.

ACTIVITIES:

STUDENTS GROUP, [Sept 2008 – Dec 2008], State College

commissioner.

- Coordinated clubs and promoted club activities to improve communication between clubs.
- Got advice from students and generated improvement ideas.

STUDENT FORUM, [Sept 2008 – Dec 2008], State College

Liaison.

- Organized events for over 50 students.
- Participated in the officer team management and brought up ideas for club improvement.

HONOR SOCIETY, [Sept 2008 – Dec 2008], State College

Member.

- Participated in volunteer work.

SKILLS & INTERESTS:

- Microsoft Office
- Fluent English/Spanish

AFFILIATIONS

FRATERNITY, [Sept 2009 - Present], *Finance Assistant*