

PETER KEO

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OBJECTIVE

Hard-working, determined, consistent student interested in a career and obtaining applicable knowledge regarding finance and accounting services.

SUMMARY OF QUALIFICATIONS

Student of three years taking courses regarding finance and accounting principles.

- Proven talent for adapting to any situation, working as a team, contributing meaningfully to a company's benefit.
- Capacity to learn and apply.
- Ability to maintain a calm composure during situations in order to make mindful decisions regarding the success of a company.
- Skilled in multitasking, organization, and planning .
- Expertise in computer skills - regarding applications such as MS office, excel, or elementary html/css and JavaScript coding.
- Abilities of leadership, communication, and people skills.

WORK EXPERIENCE

Server, Cougar's Den

January 2013 - May 2015

Azusa Pacific University, Azusa, CA

- Recorded transactions of every student and staff by actively listening to orders
- Attended to the cleanliness of the restaurant through organizing inventory and assuring the availability of resources
- Prepared food at customer's request

Tutor, Oxford Tutoring Center

January 2016 - Present

- Worked with students of all ages with the goal of improving their grade in school and honing their skills

EDUCATION

Finance Major

Expected: May 2017

Azusa Pacific University, Azusa, Ca

ACTIVITIES AND INTERESTS

Computers, ultimate Frisbee, volleyball, Young Life, cooking, drawing, parkour, and freerunning