

---

## **Homer Simpson**

123 Fake St  
Springfield, USA  
Homer.Simpson@email.com  
(555) 555-5555

---

## **EDUCATION**

University of Springfield, Springfield – Anticipated in Summer of 2019

Bachelor of Business Administration – Accounting Focus

GPA – 3.5

Has required 150 Credit Hours

---

## **EMPLOYMENT HISTORY**

### **Night Auditor**

Springfield Inn – May 2017 to Present

- Audit and balance reports from the day shifts
- Verify that all EoD work has been performed by other departments
- Run EoD computer functions so they are complete by the end of the shift
- Balance cash drawers and record receipts
- Schedule housekeeping for the following day
- Sole employee on property during shift
- Regularly communicate with Lead Auditors via phone and email

### **Unrelated technical manufacturing job**

Company Two - Springfield, USA - November 2013 to June 2016

- Worked independently, only employee in division
- Required to keep detailed notes on production runs

### **Home Improvement / Remodeling – Skilled Laborer**

Simpson Home Improvement - Springfield, USA - February 2011 to June 2013

- Responsible for all needed construction not requiring a license

### **Unrelated technical manufacturing job**

Company One - Springfield, USA - November 2004 to November 2010

- Worked independently on swing/night shifts
- Limited support staff. Responsible for routine and emergency maintenance
- Required to keep detailed notes on production runs