
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