

John Q. Public

Birmingham, Alabama
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PROFILE

- Thorough knowledge and understanding of business principles and concepts
- Extensive financial, administrative, and customer service experience
- Strong analytical and technical abilities - Excellent mathematical abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Computer Skills: MS Word, MS Excel, MS Access, QuickBooks
- Responsible, detail oriented, dependable, team player, honest

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL / 2019

- Bachelor of Science Degree in Business Administration
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - President's List - Scholarship
- Beta Alpha Psi National Accounting Honor Society (Active Member)
- Basketball Team (Captain, MVP) - Delta Chi Fraternity (Committee Chair)
- Volunteer Community Service: Habitat for Humanity, Make-a-Wish Foundation, YMCA

JEFFERSON STATE COMMUNITY COLLEGE - Birmingham, AL / 2017

- Associate of Arts Degree in Business Administration
- Dean's List - Phi Theta Kappa Honor Society - Business Club (President)

EXPERIENCE

NORTHWESTERN MUTUAL - Birmingham, AL / 2018

- Finance Intern
- Marketed various financial products - Provided financial planning advice
- Consulted with clients regarding insurance, investments, and retirement planning
- Utilized effective interpersonal, organizational, analytical, and financial skills
- Performed tasks with efficiency, timeliness, accuracy, and attention to detail

SMITH & JONES LAW FIRM - Birmingham, AL / 2016-18

- Administrative Assistant
- Performed various clerical functions - Maintained accurate files
- Processed paperwork - Handled payroll - Performed billing and collections
- Utilized effective administrative and organizational skills

JC PENNEY - Birmingham, AL / 2014-17

- Sales Associate
- Interacted with public - Greeted guests - Provided effective customer service
- Addressed customer needs and concerns - Answered customer questions
- Processed and expedited customer transactions - Operated cash register
- Handled cash - Balanced cash drawer and reconciled daily receipts