**John Doe**

123 Street, Washington, DC 20001  
(703) 555-5555 | johndoe@email.com

**Date available to begin work:**  Immediately

**SUMMARY STATEMENT**

College educated with 4 years of managerial experience working in Finance, Operations and Customer Relations. Strives to exceed professional and personal goals. Strong written and verbal communication skills.

**PROFESSIONAL SKILLS**

|  |  |
| --- | --- |
| **Education** | Bachelor of Science in Business Management and Finance from J. Edgar Hoover University. |
| **Employment** | My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player. |
| **Personal** | Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused. |

**PROFESSIONAL WORK EXPERIENCE**

**Financial Manager**,February 2014 – Present

**ABC Company,** Washington, DC  
**Salary**: $70,000 per year

**Job Type**: 40 hours per week, Full-Time  
**Supervisor:** Jane Dane, (012) 345-6789

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

**OTHER WORK EXPERIENCE**

**Bank Teller**,May 2012 – January 2014

**XYZ Company,** Washington, DC  
**Salary**: $17 per hour

**Job Type**: 40 hours per week, Full-Time  
**Supervisor:** Jack Doe, (123) 456-7890

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

**EDUCATION**

**Bachelor of Science in Business Management and Finance**, May 2012

J. Edgar Hoover University, Washington, DC, GPA 3.8

**CERTIFICATIONS/ACHIEVEMENTS**

**Certified Financial Planner Certification**, January 2014

CFP Board, Washington, DC

**TRAINING**

**Supervising Employee Performance, Conduct, and Leave**, February 2-4, 2015: 24 hours

OPM Training Center, Washington, DC

**VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

**Make a Wish Foundation Charity Drive**, July 2014

Washington, DC

Started fundraiser at XYZ Company and raised $2 in 4 weeks from donations given by employees.