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## Homer Simpson

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

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## EDUCATION

University of Springfield, Springfield – Anticipated in Summer of 2019  
Bachelor of Business Administration – Accounting Focus  
GPA – 3.5  
Has required 150 Credit Hours

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## 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