

George Washington

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EDUCATION	Bachelor of Science in Commerce and Business Administration , May 20XX The University of Alabama, Culverhouse College of Commerce, Tuscaloosa, AL Major: XXXX Minor: XXXX Specialization: XXXX GPA: 3.4/4.0(or Major GPA) (<i>List GPAs if 3.0 or above</i>) Dean's List, President's List, University Honors College
STUDY ABROAD	American Institute for Foreign Study (AIFS), Barcelona, Spain <ul style="list-style-type: none">Can include optional bullet discussing academic courses completed and travel locations
RELEVANT COURSE WORK	Small Business Consulting , Spring 2015; International Finance , Fall 2014; Investment Banking , Spring 2014; International Management , Fall 2014
PROJECT WORK	Organizational Theory and Behavior (MGMT 300) , Spring 2014 <i>Case Study</i> , The University of Alabama, Tuscaloosa, AL <ul style="list-style-type: none">Researched 4 companies' 10K reports to determine profitability and marketabilityCollaborated with 6 team members to compose final report and recommendations utilizing Excel and PowerPointPlaced 4th in overall class competition for professional presentation
EXTERNSHIP	Job Shadow , December 2014 <i>Financial Advisor</i> , Merrill Lynch, Dallas, TX <ul style="list-style-type: none">Shadowed independent financial advisor for one weekResearched mutual funds and examined client portfolio's to understand investing techniquesObserved client meetings and interactions to learn financial terminology and customer service
RELEVANT WORK EXPERIENCE	<i>Use same format as Work Experience. This section can also be titled "Internship".</i>
WORK EXPERIENCE	Team Leader , September 2014 - May 2015 <i>Baltic Ave. Bistro</i> , Tuscaloosa, AL <ul style="list-style-type: none">Prepared work schedules for 6 waiters and 6 bus boysPresented a monthly training session on improving customer serviceEnsured customer service standards maintained throughout establishmentEntered payroll information for all employees into QuickBooks Sales Representative , January 2013 - August 2014 <i>St. Charles Department Store</i> , Hoover, AL <ul style="list-style-type: none">Completed a daily sales report that included total sales per person and gross revenueSuggested latest baby and toddler fashions to parents
LEADERSHIP	Recruitment Chair , January 2014 - Present <i>Ro Ri</i> , The University of Alabama, Tuscaloosa, AL <ul style="list-style-type: none">Serve as the director for all recruitment events, 2 per week for 6 weeksSupervise 10 committee members and assign responsibilities as necessaryContact approximately 20 recruits per day through cold-calling
ACTIVITIES	Alabama Finance Association, January 2013-Present Culverhouse Connections, August 2013-Present Alpha Kappa Psi, Professional Business Fraternity, August 2013-Present UA SIFE, August 2013-May 2013
COMPUTER SKILLS	Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access); Bloomberg; PeopleSoft; PhotoShop; QuickBooks
COMMUNITY INVOLVEMENT	Habitat for Humanity, December 2013 Temporary Emergency Services, May 2012-August 2013
HONORS/AWARDS	Recipient of 6 academic scholarships <i>Or list individual scholarships/honor society if less than 6</i>