

JOHN DOE
E-mail Address

School Address

123 Any Street
City, State 11111
(555) 555-5555

Permanent Address

345 Any Street
City, State 11111
(555) 555-5555

CAREER OBJECTIVE

To obtain a part-time or internship position at a growing company in the areas of management, accounting or customer service where my skills can be fully utilized.

SUMMARY OF QUALIFICATIONS

- 3 years of supervisory experience
- 2 years of payroll experience
- Interpersonal skills
- Communications skills

EDUCATION

Junior, LeMoyne-Owen College, Memphis, Tennessee pursuing a Bachelor of Business Administration degree in Management, 3.0 GPA on a 4.0 scale, expected date of graduation: May, 2007.

COMPUTER LITERACY

Microsoft Windows 98, Microsoft Word, Excel, PowerPoint, Access, spreadsheets, databases, Internet, and type 50 wpm.

MAJOR COURSES - 300 or 400 level courses

- Human Resource Management
- Global Management
- Accounting I & II
- Principles of Marketing

PROJECTS

List any projects that you were assigned in high school or college that is related to your major or what you are interested in applying.

INTERNSHIPS (If applicable)

2004 **Management Trainee Intern**, Walgreens, Memphis, TN
Worked in various departments in the store such as front register, pharmacy, human resources, inventory, and photo lab.

WORK EXPERIENCE

2005-Present **Payroll Clerk**, MLG&W, Memphis, TN
Process employee payroll bi-weekly in computer system, print checks, distribute them in mailboxes and answer telephone.

2004-2005 **Customer Service Representative**, Cingular Wireless, Memphis, TN
Assisted customers with selecting telephones and packages, answered busy telephones and handled their complaints.

AWARDS/RECOGNITIONS

“Employee of the Month” – Cingular Wireless (2005)
Dean’s List – LeMoyne-Owen College

AFFILIATIONS/ORGANIZATIONS – LeMoyne-Owen College

Student Member, Business Student Association (BSA)
Treasurer, Student Government Association (SGA)