

General

- 1. *Consistent style*
- 2. *Effective, accurate action verbs*

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EDUCATION

GPA to hundredths

Cornell University, College of Arts and Sciences, Ithaca, NY
Bachelor of Arts in Sociology, May 2010 GPA: 3.01
Full Year Mandarin Chinese Language Concentration
Financed 80% of education through summer jobs, work study, loans and grants.
Worked 8-10 hours/week throughout college.

If financed a large portion, include %— shows initiative, ability to handle work load

Bronx High School of Science, Bronx, NY, Diploma 2006

BUSINESS COURSES

Financial Accounting • Human Resources Management • Marketing • Statistics
Business Management • Microeconomics • Macroeconomics • Calculus

EXPERIENCE
September 2006- Present

Dates can go on the left or right side

Assistant Finance Manager

Center for Religion, Ethics, and Social Policy, Cornell University, Ithaca, NY
• Manage finances (A/R, A/P, General Ledger Accounts) up to \$80,000 on modified Excel spreadsheet.
• Reconcile bank statements; compile project reports.
• Assisted in producing monthly and quarterly reports, budgets, income statements, and balance sheets.

Highlight either position or employer

Summers 2007, 2008

Business Administrator

IBM Corporation, New York, NY
• Maintained branch office finances and monthly forecasting on self-designed Excel spreadsheets with macros.
• Developed 50% of all spreadsheets used in operations of department.
• Created database containing 4,000 machines to perform inventory audit.
• Prepared visual materials for executive presentations to the branch manager using computer-aided graphic design.

Results-oriented

Summers 2006-2008

Associate

Express, New York, NY
• Promoted to supervisory position as wrap desk coordinator after first summer.
• Assumed sole responsibility for opening and closing 4 registers totaling \$15,000.
• Managed and trained cashiers.
• Increased daily sales of women's clothing by 20%.
• Received employee of the month award based on sales, flexibility, and customer service.

Quantify & show level of responsibility

July 2003- August 2004

Research Assistant

Queens College, Queens, NY
• Researched economic socialization of adolescents and co-authored paper with Dr. JoAnne Miller.
• Designed and constructed survey independently; collected, organized, and compiled data.
• Assisted in evaluating and analyzing data using SAS.

SPECIALIZED SKILLS

Computer: Excel, FASS, Harvard Business Graphics, dBaseIIIPlus, WordStar, DisplayWrite
Languages: Mandarin Chinese (Fluent), Spanish (Proficient)

ACTIVITIES/ INTERESTS

ESL (English as a Second Language) Tutor for group of 5 student spouses.
Arts and Sciences Peer Advisor—Counsel students on academic courses of study.
President, Minority Business Students Association, 2009-2010.
Co-Chair, Chinese Students Association Annual Charity Fund Drive—raised \$5,000.