Salisbury
UNIVERSITY

TXXXX XXXXX
Baltimore, Maryland • 000-000-0000
xxxxx1@gulls.salisbury.edu • Linkin.com/in/xxxxx-xxxxx

PROFILE

Undergraduate college student with exceptional accounting skills. Seeking to leverage outstanding performance and academic knowledge to gain the

company goals.

EDUCATION

- May 20XX
- Major: Accounting
- Overall GPA: 3.49/4.00
- Franklin P. Perdue School of Business – AACSB accredited
- Candidate for Bachelor of Science

RELEVANT COURSEWORK

- **Intermediate Accounting II**

- **Accounting Information Systems**
  commination skills required for team and individual work environments

TECHNICAL SKILLS

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- Trained in Expert and Essential Excel workbooks
- Familiar with QuickBooks software

WORK EXPERIENCE

Waiter   May 20XX – July 20XX

- Worked diligently in customer service at high-volume restaurant
- Maintained customer satisfaction
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- Acquired leadership and communication techniques while working in a problem-solving environment

Customer Service Representative   May 20XX – April 20XX

- Followed quality service standards and complied with procedures, rules and regulations
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- Obtained creative customer satisfaction techniques in team-oriented groups

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- xxxxxxxxxxxxxx@gmail.com
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PROFILE

- Experience using programming and statistical software in academia, such as Excel, SPSS, Minitab, MATLAB, Octave, Java, and Salesforce
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- Facilitator for escalation seminars raising awareness for the One Love Foundation
- Effective decision-making and problem-solving skills evidenced by work experience
- Possess basic knowledge of Spanish

EDUCATION

Bachelor of Science   **December, 20XX**
Major: Math – Concentration: Statistics
Overall GPA: 3.67/4.0
Henson School of Science and Technology

- Maintain full academic schedule, work part-time and participate in Greek Life

RELEVANT EXPERIENCE

Research Institute Intern   **June – August 20XX**

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- Organize large Excel sheet using pivot tables, pivot graphs, and slicers
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Data Administration Intern   **September – December 20XX**

- Utilize Vlookups in Excel to organize Salesforce vendor data
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