

Cindy Doe

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Education

Delaware State University: Dover, DE
Bachelor of Science: Accounting

Graduated: Spring 2016
GPA: 3.32 **Major GPA:** 3.50

Skills

- SAP training in Design Thinking, ERP Sim and Lumira through STOMPP (Skills, Talents, Opportunities Movement through Project Propel) Student Organization
- Proficient: Microsoft Word and PowerPoint
- Intermediate: Microsoft Excel

Professional Experience

Supplemental Instruction (SI) Leader- Dover, DE

January 2016-May 2016

SI leader for Managerial Finance

- Attended all classes held by the instructor and assist with different assignments and mentorship for students.
- Facilitated at least two weekly study sessions to aid as a mentor for struggling students.
- Responsible for developing strong relationships with peers while maintaining professional comportment.

Stellar News-Philadelphia, PA International Airport

July 2013-August 2015

Cashier

- Ensured high levels of customer satisfaction by assisting customers in need, answering questions, and partnering with other employees when needed.
- Managed the cash register by processing cash and credit transactions, inventory assistance, as well as stocking for the store.
- Increased customer awareness of ongoing promotions and sales

Delaware State University Assessment Office-Dover, DE

January 2015-May 2015

Student Data Analyst

- Maintained the confidentiality of all documents/records in electronic and printed forms.
- Entered/edited data accurately; create charts and tables in Excel and PowerPoint.
- Utilized Survey Monkey for survey administration, analysis and reporting needs.

Extracurricular Activities and Leadership Experience

WSFS Bank (Havertown, Pennsylvania)

June 2016-Present

Intern- Retail Teller

- Accurately and efficiently process and record routine transactions for bank customers
- Promote and advise on the bank's products and services.

Deep Day Business Competition for WSFS Bank, (Delaware State University)

February 23, 2016

Member of first place team

- Discovered innovative ways for WSFS bank to create an emotional connection with prospective and current customers
- Presented ideas in front of WSFS board of directors

Barclaycard US (Wilmington, DE)

February 2016-May 2016

Intern- Credit Card Risk Assessment

- Worked directly with senior managers throughout the company by participating in meetings, supporting business initiatives, and ensuring positive customer service experience

Study Abroad (Ningbo, China)

September 2014- December 2014

Exchange Student

- Adapted to an unfamiliar environment and embraced cultural differences
- Used communication and organization skills to navigate through new cities
- Advanced my education by taking core classes and a language class