

# John Doe

1200 North Dupont Highway, Dover, DE

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**OBJECTIVE:** An Accounting Major attending Delaware State University seeking internship and employment opportunities as it relates to finance, accounting, and other organizations that will further enhance my business and money management skills in a challenging and engaging environment.

## **EDUCATION:**

Delaware State University, Dover, DE

Anticipated Graduation Date: May 2019

Bachelor of Business in Accounting

Current GPA: 3.54/4.0

Academic Accolades: Dean's List - Spring 2016; Fall 2016; Spring 2017; Fall 2017 and Spring 2018

Related Curriculum Courses: *Principles of Accounting I & II; Introduction to Business; Principles of Management; Intermediate Accounting I & II; Cost Accounting and Business Law I & II*

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## **EMPLOYMENT EXPERIENCE:**

**Delaware State University, Dover, DE**

**August 2018 – Present**

*Supplemental Instruction Leader for Accounting II*

- Responsible for holding four learning sessions for students of the Principles of Accounting II classes
- Guide students through the course content in a classroom-like setting
- Create daily lesson plans for students that attend the sessions

**Sam's Club Inc. Dover, DE**

**June 2016 – October 2017**

*Customer Service/Sales Representative*

- Answers customer's inquiries and assists accordingly
- Assist customers with lifting heavy purchases, delivering grocery items and other purchases
- Stock shelves, record and manage inventory.

**McDonald's, Dover, DE**

**August 2014 – June, 2016**

*Supervisor*

Originally began as a cook; promoted in 2016 to Supervisor

- Managed a staff of ten during sale operations
  - Responsible for keeping equipment up to sanitary codes & standards; monitoring the storage of food
  - Operated the cash register and completed monetary transactions
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## **ORGANIZATIONS & COMMUNITY SERVICE:**

- 2018 Participant, CLIMB with Capital, Professional development, Capital Group, Los Angeles California
  - 2017 Member, Accounting Club, Delaware State University
  - 2017 Member, STOMP, College of Business, Delaware State University
  - Casual Current – Volunteer, Habitat for Humanity, Delaware
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## **SUMMARY OF QUALIFICATIONS:**

- Proficient in Microsoft Word, Excel, PowerPoint
- Proficient in Adobe Photoshop, Illustrator, Premier
- Working knowledge of PYTHON, SAP Lumira
- Innovative; good problem-solving skills
- Detail Oriented; Analytical
- Works well independently and collaboratively