

Sample Resume –ECONOMICS MAJOR

Thomas C. Jannsen

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OBJECTIVE Seeking a financial or statistical position in a government agency

EDUCATION MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Arts Degree in Economics, May 20xx
Minor: Business Administration
GPA 3.0/4.0; GPA in Major 3.3/4.0

Related Courses:

Accounting	Financial Markets
Financial Management	Financial Analysis

SKILLS Computer: Microsoft Office, Lotus 1-2-3, Statistical Analysis
Personal: Reliable, attentive to details, problem solver, articulate

RELATED EXPERIENCE

Fall 20xx-
Present SMITH MANUFACTURING COMPANY, Milwaukee, WI
Finance Assistant (20 hours/week)

- Handle all accounts receivable, accounts payable and payroll
- Prepare W-2 forms, quarterly returns and other payroll functions
- Collect, track and summarize inventory and receivable information
- Work with clients in resolving billing issues
- Follow up on past due accounts
- Strong grasp of accounting

Summers
'xx-'xx CITY BANK, Milwaukee, WI
Teller

- Began as part-time bookkeeping assistant
- Promoted to drive-up teller
- Trained new drive-up tellers
- Received accuracy awards on two occasions

OTHER WORK EXPERIENCE

Summer
19xx Sears Hardware, Chicago, IL
Sales person

AWARDS/ACTIVITIES

Dean's List, three semesters
Academic Scholarship, three years
Financial Management Association (Treasurer)

REFERENCES AVAILABLE UPON REQUEST