



Salisbury
UNIVERSITY

Ma e r

PROFILE

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

EDUCATION

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

May 20XX

RELEVANT COURSEWORK

- **Intermediate Accounting II**
- **Accounting Information Systems**
communication 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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• xxxxxxxxxxx@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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