**George Washington**

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205-555-1234

**Education Bachelor of Science in Commerce and Business Administration,** May 20XX

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: XXXX Minor: XXXX Specialization: XXXX

GPA: 3.46/4.0(or Major GPA) *(List GPAs if 3.0 or above)*

Dean’s List, President’s List, University Honors College

**Study Abroad** American Institute for Foreign Study (AIFS), Barcelona, Spain

* Can include optional bullet discussing academic courses completed and travel locations

**Relevant Small Business Consulting**, Spring 2015; **International Finance**, Fall 2014; **Investment Banking**,

**Course Work**  Spring 2014; **International Management**, Fall 2014

**Project Work** **Organizational Theory and Behavior (MGMT 300)**, Spring 2014

 *Case Study*, The University of Alabama, Tuscaloosa, AL

* Researched 4 companies’ 10K reports to determine profitability and marketability
* Collaborated with 6 team members to compose final report and recommendations utilizing Excel and PowerPoint
* Placed 4th in overall class competition for professional presentation

**Externship Job Shadow**, December 2014

*Financial Advisor*, Merrill Lynch, Dallas, TX

* Shadowed independent financial advisor for one week
* Researched mutual funds and examined client portfolio’s to understand investing techniques
* Observed client meetings and interactions to learn financial terminology and customer service

**Relevant Work** *Use same format as Work Experience. This section can also be titled “Internship”.*

**Experience**

**Work Team Leader**, September 2014 - May 2015

**Experience** *Baltic Ave. Bistro*, Tuscaloosa, AL

* Prepared work schedules for 6 waiters and 6 bus boys
* Presented a monthly training session on improving customer service
* Ensured customer service standards maintained throughout establlishment
* Entered payroll information for all employees into QuickBooks

**Sales Representative**, January 2013 - August 2014

*St. Charles Department Store*, Hoover, AL

* Completed a daily sales report that included total sales per person and gross revenue
* Suggested latest baby and toddler fashions to parents

**Leadership Recruitment Chair**, January 2014 - Present

*Ro Ri*, The University of Alabama, Tuscaloosa, AL

* Serve as the director for all recruitment events, 2 per week for 6 weeks
* Supervise10 committee members and assign responsibilities as necessary
* Contact approximately 20 recruits per day through cold-calling

**Activities** Alabama Finance Association, January 2013-Present

Culverhouse Connections, August 2013-Present

Alpha Kappa Psi, Professional Business Fraternity, August 2013-Present

UA SIFE, August 2013-May 2013

**Computer Skills** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access); Bloomberg; PeopleSoft; InDesign

**Community** Habitat for Humanity, December 2013

**Involvement** Temporary Emergency Services, May 2012-August 2013

**Honors/Awards** Recipient of 6 academic scholarships

 *Or list individual scholarships/honor society if less than 6*