Robinson

# ROBINSON COLLEGE OF BUSINESS
# CAREER ADVANCEMENT CENTER
## PROFESSIONAL DEVELOPMENT EXPERIENCE

Resume Samples

# Franklin Smith

55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

Seeking an internship in the accounting department with emphasis in taxation Spring 2021.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** — **Atlanta, Georgia**
Bachelor of Business Administration, Accounting — May 2019

- Will sit for CPA Exam, Spring 2020
- Intend to pursue Masters of Taxation, Summer 2020

## SKILLS

Quickbooks, Excel, Access, ivot tables, vlookups,

**Relevant Courses:** Computer Information Systems, Corporation Finance, Cost and Managerial Accounting

## COURSE EXPERIENCE

**Accounting Information Systems** — **Spring 2018**

- Worked on several group projects using Microsoft Access
- Created a system flowchart of a specific operation of a company

**Intermediate Accounting II** — **Spring 2018**

- Prepared financial statements of a business, given several business transactions
- Identified, analyzed, and recorded journal entries for several business transactions
- Applied time value of money concept to financial accounting measurements

## WORK EXPERIENCE

**Wingate by Wyndham** — **Port Wentworth, GA**
Bookkeeper — **2018-Present**

- Record the cash flow of vendors into QuickBooks

**Ritz International Corp.** — **Suwanee, GA**
Accounting Intern — **Summer 2017**

- Prepared journal entries and assisted in the month-end closing process
- Performed account reconciliations and resolved accounting discrepancies
- Reviewed and verified accounting transactions properly authorized, recorded and reported
- Prepared and analyzed monthly financial reports and statements on a timely basis

**Massage Clinic (Day Spa and Salon)** — **Hinesville, GA**
Receptionist — **2016-2017**

**Alpine Capital Partners** — **Charleston, SC**
Assistant to the Project Manager — **2014-2016**

- Assisted and coordinated with superintendent with on-site responsibilities
- Assisted subcontractor with bid preparation
- Created and managed financial spreadsheets and investment databases

## MEMBERSHIPS

- Treasurer of Sigma Sigma Rho Sorority Inc
- Member, Georgia Association of CPA's
- Member, Student Advocates for Diversity

## 1. HEADER

- **Your first and last name:** Please use the name you would use on all legal documents
- **Address:** Feel free to choose to add your Georgia State address, "Atlanta", or just your city and zip code. It's best not to add your home address in networking environments or at large in-person career fairs. You don't want that information getting into the wrong hands. It's fine to add that information when applying online through a secure applicant tracking system.
- **Phone Number and Email:** Make sure that your phone number and your email address are correct. One wrong letter or number there and you could miss out on an opportunity.
- **LinkedIn:** You may notice that the student's LinkedIn profile link is short and simple including the initials of his first name and last name. You should customize your LinkedIn URL if you include it in your header.

## 2. OBJECTIVES

- The Resume objective should state your professional goals and explain why you are applying for the position.
- This is a great place to mention any special area of interest you have in your field. It should be crafted specifically for the job you are applying for.
- It should not be a paragraph. Keep it short. One or two sentences.

## 3. EDUCATION

- It is important to include Georgia State University J. Mack Robinson College of Business, in your resume.
- You should also include your major and minor or concentration area of study.
- Notice that the dates are all located on the right side of the resume.
- GPA
    - Use your major GPA or your institutional GPA whichever is higher.
    - If you leave your GPA off your resume be prepared to answer why you chose not to include it.
- Other Education Experience
    - List what exams you have passed
    - Add any certifications soon
    - Add if you are planning to pursue a master's degree

## RELEVANT COURSES

- This will be a list of any classes that you will be taking in the upcoming semester.

## 4. COURSE EXPERIENCE

- Recruiters like to see what courses you have taken and the skills you have developed that would make you a strong candidate for their internship or job opportunity.
- Here you should also list what you learned in your coursework, special projects and assignments, and any research opportunities you have participated in.
- This is particularly important for students with little to no experience and it helps you stand apart from other applicants.

**SKILLS**

- You'll of course list Microsoft Office and Powerpoint.
- Special Excel skills? Do you know Quickbooks? Are you a Photoshop wiz? Are you really into social media? Are you currently learning Java, Oracle or Tableau or some other important skill?

**5. WORK EXPERIENCE**

- List any relevant job experience, including any internships in your major or your field.
- If you have not gained any relevant work experience be sure to focus on your achievements, accomplishments, contributions, and results.
- Be sure to list your most recent work experience first and end with your older experiences.
- Add quantifiable data
- Tell them how many people you tutored.
- List people you might have helped and add the number volunteers at the site.
- Maybe you had to handle a budget for a fundraiser

**6. LEADERSHIP ACTIVITIES** *(Student Organizations/Volunteer Experience)*

- List your relevant leadership experience from clubs, and student organizations, campus, and community involvement.
- Any case competitions or you were selected to participate in Panthers on Wall Street or Women Lead.

# Sample Resumes

## Sample Resume for Experienced MKT Undergraduate


**Franklin Smith**
55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


**OBJECTIVE**

To obtain a full-time position in marketing with emphasis in sales and consumer research.

**EDUCATION**

**Georgia State University, J. Mack Robinson College of Business, Atlanta, GA**
Bachelor of Business Administration, Marketing, May 2018
Minor: Finance
Certificate in Professional Sales, August 2017
Overall GPA: 3.5/4.0

- RCB Honors Program
- Dean's List, 4 semesters
- Intend to pursue MBA, Fall 2020

**Relevant Courses:** Advertising Campaigns, Buyer Behavior, International Marketing, Product Management, Marketing Research

**STUDENT ORGANIZATIONS**

President, American Marketing Association Student Chapter

- Increased Student Membership by 50%

**COURSE EXPERIENCE**

**Buyer Behavior** **May 2018**

Applied Marketing Research techniques to determine the value of various consumer products.

- Created and distributed consumer surveys and statistically analyzed the results using SPSS.
- Produced a marketing plan to increase revenue based on survey results.

**EXPERIENCE**

**The Gap** **Atlanta, GA**
**Sales Associate** **June 2017 - Present**

Sell men's and women's casual apparel to diverse customer base; maintain floor displays and back-office inventory.

- Met or exceeded monthly sales targets on average 11 months out of every year.
- Won "Team Selling Skills" award two years in a row.
- Mentor all incoming sales associates to help establish a cooperative and efficient team.

**Agave** **Atlanta, GA**
**Server** **May 2017 - June 2017**

Provided customers with product information to suggestively sell menu items.

- Advertised new promotional items to increase the average customer bill by 20%.
- Effectively implemented Consumer Research techniques to determine appropriate demographic sales approaches.

**SKILLS**

- SPSS, Microsoft Office (proficient in Excel and Power Point)
- Spanish (conversational)

## Sample Resume for Entry-Level CIS Undergraduate


**Franklin Smith**
55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


### OBJECTIVE

To obtain an internship in Computer Information Systems with an emphasis in database management.

### EDUCATION

**Georgia State University, J. Mack Robinson College of Business Atlanta, GA** **December 2019**
*Bachelor of Business Administration, Computer Information Systems*
**Minor: Area of study**
**Overall GPA: X.XX**

**Relevant Courses:** Systems Analysis, Managing IT Projects, Database Management Systems

### CERTIFICATIONS/SKILLS

Computer: MS Excel, Word, PowerPoint, Access
Technical: Microsoft SQL Server, Oracle DBMS, InstallShield Software, HTML, C++
Certificate in Web Development, August 2014

### ACADEMIC PROJECTS

**Managing IT Projects** **August 2019**

- Tested, maintained, and monitored various computer programs and systems.
- Reviewed and analyzed computer printouts and performance indicators to locate coding problems.

### EXPERIENCE

**Target** **Atlanta, GA**
*Stockroom Support* **January 2018-Present**
Created a database to keep track of Ordered Items, Vendors, and Stocks.

- Created a customer orders report and sales by sales report to present to shift manager.
- Pulled queries and plugged in formulas to find ordered items, payments, locations, and sales totals.

**Agave** **Atlanta, GA**
*Server* **December 2016-January 2018**
Used knowledge of Systems Support to assist fellow employees with technical difficulties and running nightly reports.

- Recognized flaws in closing procedures and created a decision tree to find the value in changing actions.
- Noticed seasonal variation in sales and built a forecasting model to determine the value in menu items.
- Presented individual research results to management and was recognized for proactive work behavior.

### LEADERSHIP EXPERIENCE AND ACTIVITIES

- President, Association for Information Systems, Student Chapter
    - Increased Student Membership by 50%

### ADDITIONAL INFORMATION

**Languages:** [Fluent, Working Knowledge, Conversational, Basic Knowledge] in Spanish

**Sample Resume for Entry-Level MGMT Undergraduate**


**Franklin Smith**
55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To obtain a full-time position in Human Resources with emphasis in Organizational Development and Project Management.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business, Atlanta, GA** **May 2018**
Bachelor of Business Administration, Managerial Sciences
Minor: Finance
Certificate in Human Resources, August 2017
Overall GPA: 3.5/4.0

- RCB Honors Program
- Dean's List, 4 semesters
- Intend to pursue MBA, August 2018

**Relevant Courses:** Organizational Change Management, Work Motivation, Human Resources Development

## STUDENT ORGANIZATIONS

President, Society for Human Resource Management (SHRM) Student Chapter

- Increased Student Membership by 50%

## COURSE EXPERIENCE

**Georgia State University** **May 2017**
**Organizational Development**
Researched best practices for creating an effective and efficient work environment.

- Created and distributed employee surveys and statistically analyzed the results using SPSS.
- Produced a development plan to improve work flow and employee satisfaction based on survey results.

## EXPERIENCE

**Target** **Atlanta, GA**
**Human Resources Intern** **June 2017 - Present**
Assist in the Human Resources functions of the corporate Target office.

- Created job descriptions for over 20 job titles.
- Lead weekly team meeting to boost employee morale.
- Document employee disputes to present to corporate management.

**Agave** **Atlanta, GA**
**Server** **May 2016 - June 2017**
Provided new employees with training on company policies and procedures.

- Constructed an OSHA audit safety list to help prevent accidents in the workplace.
- Educated new employees on payroll and benefits information and practices.

## SKILLS

- SPSS, Microsoft Office (proficient in Excel and PowerPoint)
- Spanish (conversational)

**Sample Resume for Entry-Level Entrepreneurship Undergraduate**


**Franklin Smith**
55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To obtain an internship position in Project Management.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business, Atlanta, GA** **May 2019**
Bachelor of Business Administration, Entrepreneurship
Minor: Finance
Overall GPA: 3.5/4.0

- RCB Honors Program
- Dean's List, 4 semesters

**Relevant Courses:** Organizational Change Management, Work Motivation, Human Resources Development

## LEADERSHIP ACTIVITIES

**GSU Startup Exchange**

- Increased Student Membership by 50%
- Planned networking events

## COURSE EXPERIENCE

**Product-Service Design for New Ventures** **May 2017**
Researched best practices for creating an effective and efficient work environment.

- Created and distributed employee surveys and statistically analyzed the results using SPSS.
- Produced a development plan to improve work flow and employee satisfaction based on survey results.

## EXPERIENCE

**Target** **Atlanta, GA**
**Operation Intern** **June 2017 – Present**
Assist in the Operation functions of the corporate Target office.

- Lead weekly team meeting to boost employee morale.
- Document employee disputes to present to corporate management.

**Agave** **Atlanta, GA**
**Server** **May 2016 - June 2017**
Provided new employees with training on company policies and procedures.

- Constructed an OSHA audit safety list to help prevent accidents in the workplace.
- Educated new employees on payroll and benefits information and practices.

## SKILLS

- SPSS, Microsoft Office (proficient in Excel and PowerPoint)
- Spanish (conversational)

**Sample Resume for Entry-Level Hospitality Undergraduate**


**Franklin Smith**
55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To obtain a full-time position within the Hospitality field, with emphasis in hotel event planning.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business, Atlanta, GA** **May 2019**
Bachelor of Business Administration, Computer Information Systems
Minor: Marketing
Certificate in Web Development August 2017
Overall GPA: 3.5/4.0

- RCB Honors Program
- Dean's List, 4 semesters
- Intend to pursue MBA, August 2018

**Relevant Courses:** Hospitality Perspective, Hospitality Law, Business Law, Meeting and Tradeshow Management, Managing People in Organizations

## STUDENT ORGANIZATIONS

President, Club Managers Association of America, Student Chapter

- Increased Student Membership by 50%

## COURSE EXPERIENCE

**Georgia State University** **May 2018**
**Hotel Management**
Applied hospitality and marketing skills to host a trade show for hospitality industries in the Atlanta area.

- Recruited hospitality firms by providing incentives to join.
- Created games, rules and regulations, and built props and tools utilized in event.
- Orchestrated timely and efficient itinerary and retained equipment from vendors willing to donate.

## EXPERIENCE

**AAA Auto Club Group** **Atlanta, GA**
**Director of First Impressions** **June 2017 - Present**
Fulfill the needs of members by providing them with various maps and tour books, answering membership questions, and providing exceptional customer service to each member that enters the branch.

- Coordinate in-branch events of over 100 people on a monthly basis.

**Comfort Suites Atlanta Downtown Hotel** **Atlanta, GA**
**Intern** **May 2016 - June 2017**
Assisted with the staging and implementation of hotel furniture, equipment, and supplies.

- Recorded inventory going into each room and ensured they were all equally stocked.
- Facilitated set up and break down of guest and event space suites.
- Attended to request and needs of guest during events.

## SKILLS

- SPSS, Microsoft Office (proficient in Excel and PowerPoint)
- Spanish (conversational)

**Sample Resume for Entry-Level Accounting Undergraduate**


# Franklin Smith

55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

Seeking an internship in the accounting department with emphasis in taxation.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** — **Atlanta, Georgia**
Bachelor of Business Administration, Accounting — **May 2019**

- Will sit for CPA Exam, Spring 2020
- Intend to pursue Masters of Taxation, Summer 2020

**Relevant Courses:** Computer Information Systems, Corporation Finance, Cost and Managerial Accounting, Business Communication, Economics, Federal Taxation

## COURSE EXPERIENCE

**Accounting Information Systems** — **Spring 2018**

- Worked on several group projects using Microsoft Access
- Created a system flowchart of a specific operation of a company

***Intermediate Accounting II*** — **Spring 2018**

- Prepared financial statements of a business, given several business transactions
- Identified, analyzed, and recorded journal entries for several business transactions
- Applied time value of money concept to financial accounting measurements

## WORK EXPERIENCE

**Wingate by Wyndham** — **Port Wentworth, GA**
Bookkeeper — **2018-Present**

- Record the cash flow of vendors into QuickBooks

**Ritz International Corp.** — **Suwanee, GA**
Accounting Intern — **Summer 2017**

- Prepared journal entries and assisted in the month-end closing process
- Performed account reconciliations and resolved accounting discrepancies
- Reviewed and verified accounting transactions properly authorized, recorded and reported
- Prepared and analyzed monthly financial reports and statements on a timely basis

**Massage Clinic (Day Spa and Salon)** — **Hinesville, GA**
Receptionist — **2016-2017**

**Alpine Capital Partners** — **Charleston, SC**
Assistant to the Project Manager — **2014-2016**

- Assisted and coordinated with superintendent with on-site responsibilities
- Assisted subcontractor with bid preparation
- Created and managed financial spreadsheets and investment databases

## MEMBERSHIPS

- Treasurer of Sigma Sigma Rho Sorority Inc
- Member, Georgia Association of CPA's
- Member, Student Advocates for Diversity

**Sample Resume for Entry-Level Actuarial Science Undergraduate**


# Franklin Smith

55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To obtain an intern position as an actuarial analyst.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** — **Atlanta, GA**

Bachelor of Business Administration, Actuarial Science — **May 2020**

Overall GPA: 3.54/4.0

- Golden Key International Honor Society
- National Society of Collegiate Scholars

**Exams Completed:** Exam P and Exam FM; Scheduled to take Exam MFE Summer 2016

**Relevant Courses:** Derivative Valuation, Theory of Interest, Stochastic Models, Probability Statistics, Business Communication, Corporation Finance, Business Analysis, Economics

## COURSE EXPERIENCE

**Life Contingencies** — **Fall 2019**

- Used mortality tables to determine life expectancy and similar demographic quantities.
- Calculated the expected value of life contingent payments.
- Calculated net premiums for various life insurance policies.

**Fundamentals of Valuation** — **Spring 2018**

- Created a minimum variance portfolio in Excel based on monthly price data of different stocks.
- Calculated the enterprise and equity value of a firm using the FCFF approach in Excel.

**Mathematical Statistics** — **Fall 2017**

- Applied concepts of sampling distributions and the central limit theorem.
- Derived the maximum likelihood estimates for the parameters of various probability distributions.

**Risk Modeling** — **Fall 2017**

- Simulated a CDO built out of Baa and junk bonds.
- Simulated an ABS CDO built out of mezzanine tranches of junk bond CDOs.
- Applied discrete and continuous probability distributions such as normal, exponential, etc.

## EXPERIENCE

**Lowes Home Center, Inc.** — **Macon/ Atlanta, GA**

Team Leader and Electrical Pro — May 2017 – Present

- Graduated from Lowe's Entry Level Management Program.
- Develop precise and attainable daily work lists for a department of eight employees.
- Manage inventory to eliminate the cost of shrink.
- Assisted with internal auditing process.
- Exceeded customer service standards while using time management skills and ability to multitask.
- Generated new B2B sales.

## COMPUTER SKILLS

Proficient in Microsoft Office

**Sample Resume for Entry-Level Finance Undergraduate**


# Franklin Smith

55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To secure a position as a financial analyst.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
Bachelors of Business Administration, Finance **May 2019**
Overall GPA: 3.92 Major GPA: 3.94

**Relevant Courses:** International Finance, Portfolio Management, Fundamentals of Valuation, Cost Accounting, Personal Financial Planning

## LEADERSHIP & PROFESSIONAL ACHIEVEMENTS

**Georgia State University, Panthers on Wall Street** **Atlanta, GA; New York, NY**
Representative of J. Mack Robinson College of Business, (competitive) **Fall 2018**

- Successfully completed an intense interview process. Selected as member of an elite team of GSU graduate and undergraduate students to represent Robinson College of Business to financial firms on Wall Street.
- Performed analysis on target companies.
- Succeeded through team and individual skill building regiment of business ethics, finance terminology, etiquette, presentations to enhance professionalism and University outreach.

**Georgia State University Portfolio Management Team** **Atlanta, GA**
Junior Analyst - Consumer Discretionary Sector (competitive) **June 2018 – August 2018**

- Performed quantitative and qualitative analysis to improve performance of $300,000 equity fund
- Assisted senior analyst to beat sector benchmark through economic research, security analysis, equity pitch presentations and performance analysis.

## EXPERIENCE

**Goodwill Industries** **Atlanta, GA**
Financial Counselor July 2017 – June 2018

- Provided instructions to clients on budgeting and bookkeeping.
- Utilized Microsoft Excel and QuickBooks to develop budgets for clients.
- Prepared finance statements for organization.
- Developed a business plan: Conducted historical analysis of trends and provided recommendation for the next financial year.

**Bethune Grill** **Clarkston, GA**
Marketing Coordinator June 2016 – July 2016

- Independently initiated a regional marketing program.
- Assisted in the trademark process of Bethune Grill's sauce.
- Coordinated business relationships with potential distributors.

## SKILLS

- Solid experience and strong knowledge Microsoft Office tools
- Specialized in analyzing financial data, budgeting, and forecasting
- Passed Series 63 (87%), Series 65 (86%), and Series 3 (93%)

**Sample Resume for Entry-Level Real-Estate Undergraduate**


# Franklin Smith

55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To secure a position as a real estate intern in the Atlanta area.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
Bachelor of Business Administration, Real Estate May 2020
Overall GPA: 3.5

## RELEVANT EXPERIENCE

**JDW Investors** **Atlanta, GA**
Senior Property Manager July 2017- Present

- Manage a total of 5 residential units
- Advertise properties for new tenants
- Provide database and cash flow reports for the rental properties
- Handle repairs and maintenance issues

**CQ Capital Partners** **Clarkston, GA**
Internship- Assistant Project Manager June 2016-July 2017

- Assisted and coordinated with superintendent with on-site responsibilities
- Assisted subcontractor with bid preparation
- Created and managed financial spreadsheets and investment databases
- Observed development of all assigned construction projects
- Solved problems by considering courses of action within the framework of management's goals and standards

## ADDITIONAL EXPERIENCE

**QuikTrip Corporation** **Atlanta, GA**
Sales Clerk April 2015- June 2016

- Handle cash transactions and daily receipt balances
- Coordinate the weekly schedule for store team

## SUMMARY OF QUALIFICATIONS

- Solid experience and strong knowledge Microsoft Office tools
- 3 years' experience in real estate management
- Proven negotiating abilities to close leasing agreements

## MEMBERSHIPS/AWARDS

- Delta Epsilon Chi Business Club
- Gamma Sigma Delta Freshman Merit Award
- National Collegiate Honor Roll
- Robinson College of Business Real Estate Club

**Sample Resume for Entry Level Risk Management and Insurance Undergraduate**


# Franklin Smith

55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To obtain a full-time or part-time position in the field of Risk Management and Insurance.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** — **Atlanta, GA**
Bachelor of Business Administration, Risk Management and Insurance — May 2020
Overall GPA: 3.69/4.0

- Hope Scholarship
- Golden Key International Honor Society
- National Society of Collegiate Scholars

**Exams Completed:** Exam MFE and Exam C

**Relevant Courses:** Introduction to Risk Management, Life Insurance, Property and Liability Insurance, Business Risk Management, Enterprise Risk Management, Insurance Operations, Theory of Risk, Fundamentals of Valuation

## EXPERIENCE

**AES Corporation, Global Insurance Group** — **Arlington, Virginia**
Insurance Analyst Intern — Summer 2019

- Coordinated with insurance brokers to construct 2011-2012 reinsurance documentation
- Managed property and casualty information database to create efficiency
- Performed cost-benefit analysis and pitched an innovative prototype to the learning and development team
- Conducted external research to ensure AES maintains competitive premium rates
- Assisted with the development of a premium budget model
- Played pivotal role in reinsurance invoicing

**State Farm Insurance, Fire Underwriting Department** — **Alpharetta, Georgia**
Intern — Summer 2018

- Applied knowledge of insurance procedure to home, automobile, and commercial insurance applications
- Evaluated risk exposure and decided to accept, decline, or pend insurance applications
- Created, developed, and presented an innovative employee engagement software to zone executives
- Performed field underwriting inspections to homes and commercial businesses

**Ameriprise Financial Services** — **Atlanta, Georgia**
Intern — Spring 2018

- Assisted advisors in creating financial models for clients' retirement goals
- Helped determine the best financial instrument to achieve client goals
- Made sure sufficient paperwork was filled out for home office compliance

## MEMBERSHIPS

- Junior Advisor, Secretary, Alpha Lambda Delta Freshman Honors Society 2008-2010
- Public Relations Officer, Phi Chi Theta Professional Business Fraternity 2009-2010
- Member, The National Society of Collegiate Scholars 2008-Present

## SKILLS

Fluent in English and Gujarati
Basic experience with database queries; Proficient with Microsoft

**Sample Resume for Entry Level Business Economics Undergraduate**


# Franklin Smith

55 Park Place NE, Atlanta, GA 30303
(404) 413 - 7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To obtain a full-time position at a consulting firm with a concentration in economics and finance.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
Bachelor of Business Administration, Business Economics May 2019
Overall GPA: 3.75

- GSU Honors Program
- Dean's List, 4 semesters
- President's List, 2 semesters

**Relevant Courses:** Money and Credit, Econometrics, International Trade, Environmental Economics, Macroeconomics, Microeconomics, Business Analysis, Corporate Finance

## COURSE EXPERIENCE

**Econometrics** **May 2018**
Used Stata statistical analysis software to perform regression analysis on cross sectional and time series data

- Used multiple statistical data sets to analyze different effects on wage rates and housing prices
- Learned to write Stata code and analyze Stata output data

**Business Analysis** **August 2017**
Used Microsoft Excel to perform simple sales forecasts and simulations

- Learned to use macros and formulas to produce simulations in Excel
- Learned how to construct decision trees in Excel

## EXPERIENCE

**Publix** **Loganville, GA**
Grocery Clerk January 2018- Present
Stock dry, dairy, and frozen grocery products efficiently and help customers with in-store problems

- The grocery department has had the "excellence in service" award for our store since I have been employed
- Have worked as a direct store delivery clerk, given the responsibility to check in and verify orders from direct store delivery vendors
- Have been responsible for completing the end of week direct store delivery accounting and verifications

## MEMBERSHIPS

National Society of Leadership and Success

- Participated in success networking teams

National Society of Collegiate Scholars

## SKILLS

- Microsoft Office (proficient in Excel and Power Point)
- Stata (writing basic code, analyzing output data)

*All margins should be a minimum of 1/2 inch*
*Use all caps and a 14-18 pt font to delineate name →*

# FIRSTNAME LASTNAME

*Keep the resume to 1 page & use Calibri font size between 10-*


FirstName.LastName@student.gsu.edu
Street Address • City, State Zip • (###) ###-####
www.linkedin.com/in/FirstNameLastName/


*← Use gsu.edu or a professional email address*
*Remove any hyperlink to your email address*

*← Edit your profile to eliminate alphanumeric link*

## OBJECTIVE

To obtain a Portfolio Management Analyst position within SunTrust Robinson Humphrey ← *If using an objective, be specific*

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
**Bachelor of Business Administration, Finance** December 2019
**Minor: Area of study** ← *Must be officially declared*
**Overall GPA: X.XX**
• Contributed XX% of tuition and expenses/Financed 100% of tuition and expenses ← *Place notable mentions or achievements*

## CERTIFICATIONS/EXAMS [& SKILLS*]

Bloomberg Essentials Training Program (BESS) – Equity Essentials ← *Bloomberg certification stand out & employers look for this!*
Bloomberg Aptitude Test (BAT) – 98th Percentile ← *Sign up for the BAP at GSU offered each semester (listing rank is optional)*
CFA Level 1 (Month & Year obtained)
Technical: MS Excel, Word, PowerPoint, Access, SQL ← **This can also be placed below under 'Additional Information'*

## EXPERIENCE

**Most Recent Employer** **City, State**
*Position Title* **Month - Month XXXX**
• [Internship or part-time job dates can be denoted by the months worked or the season and year]
• [Be consistent with the non-use of periods at the end of each bullet; at least two bullets for work experience]
• [Recruiters will notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text - Edit carefully]
• [Use Calibri font - address information and section headings set at 10-12-point font; student's name set at 14-18 point font]

**Employer** **City, State**
*Position Title* **Month - Month XXXX**
• [Start with a strong action verb, describe one activity - Include specific actions and measurable results]
• [Use a variety of strong action verbs at the beginning of bullets to avoid repetition (ex. Led, Supervised, etc) - Do not open a resume bullet with: Responsible for… or Assist with…]
• [Be specific when discussing how many people you have managed, amount of money for which you were responsible, percent of sales gained or savings gained by process improvements]
• [Money is denoted: $1K, $1M, $1B]
• [Showcase the transferable skills/strengths from your former positions that are most relevant to the new position or industry you are pursuing]
• [Avoid resume bullets with a "hanging word" - Single words on their own lines]
• [Write numbers from zero through ten as words, and write numbers above ten as numerals]

## ACADEMIC PROJECTS *(optional)*

**Course Name and Type of Project (i.e., MIS 333K: Web Design)** - *Client: Name of Client* **Season XXXX**
• [Start with a verb, describe contributions you made to the project - Include specific actions and measurable results]

## LEADERSHIP EXPERIENCE AND ACTIVITIES

**Organization** - *Position* **Fall XXXX - Present**
• [Showcase the transferable skills/strengths from your former positions that are most relevant to the new position or industry you are pursuing]
• [There is a full space between different sections, schools and employers - Spacer lines set at 8 point font]

## HONORS

• [Showcase honor or achievement by title] **Season XXXX**
• [If possible, note semester awards, i.e., University Honors] - Number of times recognized] **Season XXXX**

## ADDITIONAL INFORMATION

[Personal information shared in this section should be interesting enough to be a "conversation starter"]
[Do not include any personal information such as birth date, marital status, and number of children or religious affiliation]
**Computer Skills:** MS Word, Excel, PowerPoint, Access, PageMaker, SPSS, Dreamweaver
**Languages:** [Fluent, Working Knowledge, Conversational, Basic Knowledge] in Spanish
**Interests:** Intramural soccer, chess, classical guitar ← *[Optional] Showcase transferable skills (Trending: More employers are looking for interesting personal hobbies and pursuits)*
**Work Eligibility**: Eligible to work in the U.S. with no restrictions
↑ *U.S. citizens and U.S. permanent residents use this verbiage*
Eligible to work in the U.S.; will require visa sponsorship for full-time employment
↑ *Non-U.S. citizens on F-1 visa use this verbiage*

# UGRAD - Freshman or Transfer Resume


## Tyler Smith

Atlanta, GA 30318
404-543-7829 | tsmith1332@gsu.edu
linkedin.com/tylersmith


## OBJECTIVE

To obtain an internship in Human Resources with emphasis in Organizational Development.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
Bachelor of Business Administration, Management May 2024 - May 2024
Minor: Finance.
GPA: 3.5

## LEADERSHIP ACTIVITIES

**National Honor Society** **Atlanta, GA**
All City Athlete and Scholar January 2017 - December 2020

- Co-led athletic games with teammates and organized interactive training sessions with over 50 students to address childhood obesity.

**Men's Varsity Raiders Basketball Team** **Atlanta, GA**
Captain January 2019 - December 2020

- Lead a team of 5 players, delegating tasks, roles and management skills.

## EXPERIENCE

**Target** **Atlanta, GA**
Customer Service Associate June 2016 - Present

- Addressed customer queries on product variations, guiding 300+ store visitors on newly displayed collections; positioned misplaced merchandise within assigned shelves, expediting shopping experience for customers.
- Demonstrated leadership capabilities with a team of 4 associate and created detailed reports when submitting customer returns, giving refunds and evaluating departments items belonged.
- Led associate team in setting up promotional displays in over 10 departments throughout store.
- Discussed features of 10+ products with store salesmen, overseeing customer communications; informed 50+ customers on regulations for baggage when traveling, receiving 90% positive sales feedback.

**Foot Locker** **Atlanta, GA**
Trainer/Server May 2017 - June 2019

- Resolved customer complaints and communicated to management customer issues resulting in a 30% increase in customer satisfaction.
- Informed over 60 customers daily and potential customers about company products and services.
- Reviewed orders for accounting errors and opened and closed over 75 accounts.
- Trained approximately five new hires on store policy and procedures.

## VOLUNTEER ACTIVITIES

**Project Open Hand Meal Delivery** **Atlanta, GA**
Project Open Hand January 2020 - December 2020

- Managed and implemented a social media strategy to gain over 30 student volunteers for Hands On Atlanta.
- Coordinated a sociocultural project to deliver meals to over 50 homeless citizens.

## SKILLS

- Microsoft Office, proficient in Excel and Power Point, Spanish conversational

# UGRAD Sophomore/ Junior - Skills Focused Resume


## First Last Name

55 Park Place NE, Atlanta, GA 30303
404-413-7155 fsmith00@student.gsu.edu
https://www.linkedin.com/groups/2904/


## OBJECTIVE

To obtain an internship in Computer Information Systems with an emphasis in database management.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business Atlanta, GA** **December 2020**
*Bachelor of Business Administration, Computer Information Systems*
**Minor:** Finance
**Overall GPA:** 3.5

**Relevant Courses:** Systems Analysis, Managing IT Projects, Database Management Systems

## CERTIFICATIONS/SKILLS

Computer: MS Excel, Word, PowerPoint, Access
Technical: Microsoft SQL Server, Java SE 8, Oracle DBMS, InstallShield
Software: HTML, C++ Certificate in Web Development, August 2014

## ACADEMIC PROJECTS

**Managing IT Projects** **August 2019**

- Tested, maintained, and monitored various computer programs and systems.
- Reviewed and analyzed computer printouts and performance indicators to locate coding problems.

**Application Programming (Java SE 8) – Wright Flights Airline Reservation System**

- Created local database on MySQL including constraints based on data model design
- Used JavaFX to create an elegant GUI including a splash screen

## EXPERIENCE

**Target** **Atlanta, GA**
*Stockroom Support* **January 2016-Present**

- Created a database to keep track of Ordered Items, Vendors, and Stocks.
- Created a customer orders report and sales by sales report to present to shift manager.
- Pulled queries and plugged in formulas to find ordered items, payments, locations, and sales totals.

**Agave** **Atlanta, GA**
*Server* **December 2015-January 2017**

- Used knowledge of Systems to assist fellow employees with technical difficulties and ran nightly reports.
- Recognized flaws in closing procedures and created a decision tree to find the value in changing actions.
- Noticed seasonal variation in sales and built a forecasting model to determine the value in menu items.
- Presented individual research results to management and was recognized for proactive work behavior.

## LEADERSHIP EXPERIENCE AND ACTIVITIES

- President, Association for Information Systems, Student Chapter
    - Increased Student Membership by 50%

## ADDITIONAL INFORMATION

**Languages:** Conversational in Spanish

# UGRAD Sophomore/Junior - Course Focused Resume


## First Last Name

55 Park Place NE, Atlanta, GA 30303
404-413–7155 fsmith00@student.gsu.edu


## OBJECTIVE

Seeking an internship in the accounting department with emphasis in taxation.

## EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
Bachelor of Business Administration, Accounting **May 2022**

- Will sit for CPA Exam, Spring 2020
- Intend to pursue Masters of Taxation, Summer 2020

**Relevant Courses:** Computer Information Systems, Corporation Finance, Cost and Managerial Accounting

## COURSE EXPERIENCE

**Accounting Information Systems** **Spring 2020**

- Worked on several group projects using Microsoft Access
- Created a system flowchart of a specific operation of a company

**Intermediate Accounting II** **Spring 2019**

- Prepared financial statements of a business, given several business transactions
- Identified, analyzed, and recorded journal entries for several business transactions
- Applied time value of money concept to financial accounting measurements

## WORK EXPERIENCE

**Wingate by Wyndham** **Port Wentworth, GA**
Bookkeeper **2019-Present**

- Record the cash flow of vendors into QuickBooks

**Ritz International Corp.** **Suwanee, GA**
Accounting Intern **Summer 2019**

- Prepared journal entries and assisted in the month-end closing process
- Performed account reconciliations and resolved accounting discrepancies
- Reviewed and verified accounting transactions properly authorized, recorded and reported
- Prepared and analyzed monthly financial reports and statements on a timely basis

**Alpine Capital Partners** **Charleston, SC**
Assistant to the Project Manager **2017-2018**

- Assisted and coordinated with superintendent with on-site responsibilities
- Assisted subcontractor with bid preparation
- Created and managed financial spreadsheets and investment databases

## LEADERSHIP EXPERIENCE

- Treasurer of Sigma Sigma Rho Sorority Inc
- Member, Georgia Association of CPA's
- Member, Student Advocates for Diversity

# UGRAD Junior or Senior Resume – With Work Experience


## First Last Name

404-123-4567 | doe.jonathan@gmail.com
www.linkedin.com/in/jon-doe/


### EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
**Bachelor of Business Administration, Finance** **December 2020**
Honors Track in Finance, 2018 Cohort
Institutional GPA: 3.04/4.0

### CERTIFICATIONS/EXAMS AND PROGRAM SKILLS

Bloomberg Market Concepts (BMC) ● BB&T Emerging Leaders Certification
SAP Concur ● Billing Orchard ● QuickBooks ● Microsoft Office Suite (Excel, Word, PowerPoint) ● Oracle Crystal Ball ● Prezi

### ACADEMIC PROJECTS

**Financial Analysis and Intro to Loan Structuring** **Spring 2019**

- Creates cash flow statements, ratios, and common size income statements for companies including California Choppers, which yielded 142.26% in sales growth in 2002.
- Utilizes formulas such as current ratio, accounts payable days, net profit margin, and sales growth.
- Examines financial statements, analyzes financial status of a company, and identifies financial loss or gain.

**Corporate Finance** **Fall 2018**

- Researched interest rates and determined bond prices, and yield on the bond.
- Analyzed stock and bond valuation, financial forecasting, and calculated time value of money.

**Business Analysis** **Fall 2018**

- Analyzed models in support of decision making in a corporation.
- Emphasized hands-on application of the techniques using excel.
- Techniques included VLOOKUP, IF, RAND, COUNTIF, GOAL SEEK, SUMPRODUCT.

### WORK EXPERIENCE

**Payscape** **Atlanta, GA**
*Finance Intern* **May 2019 – August 2019**

- Performed account reconciliations in QuickBooks and managed the processing of 100+ invoices in Billing Orchard; recovering over $127K in overdue fees.
- On-boarded and configured SAP Concur as the Firm's expense management software and documented the end-to-end processes through a user manual.
- Interpreted weekly financial data, such as pro forma and past financial statements, by identifying trends and making recommendations based on performance expectations.

**Georgia Certified Development Corporation** **Atlanta, GA**
*Project Assistant* **January 2018 – April 2018**

- Recorded, systematized, and filed Uniform Commercial Code (UCC) liens, continuations, and terminations using Georgia Superior Court Clerks' Cooperative Authority (GSCCCA).
- Developed and maintained databases of expired insurance, cancellations, and reinstatements of 120 companies.

### LEADERSHIP AND INVOLVEMENT

**Career Advancement Center,** J. Mack Robinson College of Business **Atlanta, GA**
*Peer Career Advisor* **January 2018 – Present**

- Provides valuable services to business students such as resume reviews and mock interviews

**Center for Excellence in Teaching and Learning,** Georgia State University **Atlanta, GA**
*Panther Tech Trainer* **September 2017 – Present**

- Train as many as 15 people in Microsoft Excel at beginner, intermediate, and proficient levels

### EXTRACURRICULAR ACTIVITIES AND INTERESTS

**Organizations:** National Association for the Advancement of Colored People (NAACP), Women in Technology (WIT), Women Lead (WL), Life Fellowship (LF)

# UGRAD Non-Traditional Student/Career Changer Resume


## First Last Name

(404) 123-4567 | doe.jonatha@gmail.com
www.linkedin.com/in/jon-doe/


### SUMMARY OF QUALIFICATIONS

Experience in sales, marketing and operations for a globally recognized apparel brand. Extensive experience in marketing and promotions, leading to a consistent increase in sales and overall efficiency. Focus in Canadian market and Hispanic based companies specializing in operations and customer-oriented marketing initiatives.

### EDUCATION

**Georgia State University, J. Mack Robinson College of Business** **Atlanta, GA**
**Bachelor of Business Administration, Finance** **December 2020**
Honors Track in Finance, 2018 Cohort
Institutional GPA: 3.04/4.0

### CERTIFICATIONS/EXAMS AND PROGRAM SKILLS

Bloomberg Market Concepts (BMC) ● BB&T Emerging Leaders Certification
SAP Concur ● Billing Orchard ● QuickBooks ● Microsoft Office Suite (Excel, Word, PowerPoint) ● Oracle Crystal Ball ● Prezi

### ACADEMIC PROJECTS

**Financial Analysis and Intro to Loan Structuring** **Spring 2020**

- Creates cash flow statements, ratios, and common size income statements for companies including California Choppers, which yielded 142.26% in sales growth in 2002.
- Utilizes formulas such as current ratio, accounts payable days, net profit margin, and sales growth.
- Examines financial statements, analyzes financial status of a company, and identifies financial loss or gain.

**Corporate Finance** **Fall 2019**

- Calculate interest rates, determined bond prices, and yield on the bond.
- Analyzed stock and bond valuation, financial forecasting, and calculated time value of money.

**Globalization and Business Practice** **Spring 2019**

- Determined the position of globalization in shaping the business environment.
- Assessed international business trends, challenges and opportunities created by the globalization of business.

### WORK EXPERIENCE

**First Financial Merchant Services** **Atlanta, GA**
*Finance Intern* **May 2019 – August 2019**

- Performed account reconciliations in QuickBooks and managed the processing of 100+ invoices in Billing Orchard; recovering over $127K in overdue fees.
- On-boarded and configured SAP Concur as the Firm's expense management software and documented the end-to-end processes through a user manual.
- Interpreted weekly financial data, such as pro forma and past financial statements, by identifying trends and making recommendations based on performance expectations.

**Georgia Certified Development Corporation** **Atlanta, GA**
*Project Assistant* **January 2018 – April 2018**

- Recorded, systematized, and filed Uniform Commercial Code (UCC) liens, continuations, and terminations using Georgia Superior Court Clerks' Cooperative Authority (GSCCCA).
- Developed and maintained databases of expired insurance, cancellations, and reinstatements of 120 companies.

### LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

**Center for Excellence in Teaching and Learning,** Georgia State University **Atlanta, GA**
*Panther Tech Trainer* **September 2017 – Present**

- Train as many as 15 people in Microsoft Excel at beginner, intermediate, and proficient levels

**Student Organizations**
National Association for the Advancement of Colored People (NAACP), Women in Technology (WIT), WomenLead (WL), Life Fellowship (LF)