

## FirstName LastName

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### EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas

**Bachelor of Business Administration in [Insert Major(s)]**

**December 2020**

(Insert Major) GPA: 3.48 (if above 3.00); Cumulative GPA: 3.14 (if above 3.00)

Financed XX% of educational expenses through employment (if applicable)

### ACADEMIC PROJECTS (This section is OPTIONAL)

**XYZ Energy Management Corporate Project**

**University of Houston, GENB 3302:Connecting Bauer to Business**

**Spring 2017**

- Collaborated with a team of 7 to conduct an in-depth analysis of the energy value chain, as well as the company's position within a competitive market place
- Conducted research on emerging technologies and marketing of products and services for energy companies
- Assisted in delegating tasks to other group members and facilitated communication between the group and company representatives to provide timely status updates
- Presented findings to management staff and received recognition as a top 3 project for the course

### EXPERIENCE

**ABC Bank, Houston, Texas**

**November 2016 – Present**

Teller

- Process checking and savings account deposits
- Market branch sales promotions and products to customers
- Respond to customer service inquiries and resolve account service issues
- Help train four incoming employees on branch procedures and policies

**UH Bookstore, Houston, Texas**

**November 2015 – October 2016**

Sales Associate

- Managed and handled up to \$1500 in cash and credit card payments daily
- Assured outstanding customer service to all faculty, staff and students while on sales floor
- Assisted with marketing campaigns, visuals, purchase orders and re-stocked products
- Trained 14 new employees on opening and closing procedures and store policy
- Represented store at three university events per semester

### HONORS AND AWARDS (This section is OPTIONAL)

Dean's List: Fall 2012, Spring 2013, Fall 2013, Spring 2014, Fall 2014

International Scholarship, 2012-2014

### ACTIVITIES (This section is OPTIONAL)

Asian Business Student Association, Fundraising Committee Member, Fall 2013 – Present

- Work with a team of five fellow students to put together four bake sales each semester
- Raise an average of \$2,500 per semester through campus events

Houston Museum of Natural Science, Volunteer Greeter, 2013

### INTERESTS (This section is OPTIONAL)

Blue belt in Taekwondo

Completed 2016 Woodlands Marathon and 2017 Kemah Triathlon

Avid chess player

### SKILLS

Fluent in English and Mandarin Chinese (for foreign languages indicate fluent, proficient, skilled, experienced, conversational)

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java

# RESUME ACTION VERBS

Use the present tense of verbs for jobs you are still doing (e.g. create)

Use the past tense of verbs for jobs you had in the past (e.g. created)

## Achievement

accelerated  
accomplished  
achieved  
activated  
attained  
competed  
earned  
effected  
elicited  
executed  
exercised  
expanded  
expedited  
generated  
improved  
increased  
insured  
marketed  
mastered  
obtained  
produced  
reduced  
reorganized  
reproduced  
restructured  
simplified  
sold  
solicited  
streamlined  
succeeded  
upgraded

## Help/Teach

advised  
clarified  
coached  
collaborated  
consulted  
counseled  
educated  
explained  
facilitated  
guided  
instructed  
modeled  
taught  
trained  
tutored

## Administrative

arranged  
channeled  
charted  
collated  
collected  
coordinated  
dispensed  
distributed  
established  
executed  
implemented  
installed  
maintained  
offered  
ordered  
outlined  
performed  
prepared  
processed  
provided  
purchased  
recorded  
rendered  
served  
serviced  
sourced  
supported

## Lead/Manage

acquired  
administered  
approved  
assigned  
chaired  
contracted  
controlled  
decided  
delegated  
directed  
enlisted  
governed  
handled  
initiated  
instilled  
managed  
motivated  
recruited  
retained  
reviewed  
selected

## Communication

addressed  
arbitrated  
articulated  
briefed  
communicated  
conducted  
contacted  
conveyed  
corresponded  
delivered  
demonstrated  
edited  
entertained  
interviewed  
informed  
lectured  
mediated  
negotiated  
persuaded  
presented  
promoted  
proposed  
publicized  
reported  
represented  
responded  
suggested  
translated  
wrote

## Plan/Organize

allocated  
anticipated  
arranged  
catalogued  
categorized  
classified  
collected  
consolidated  
convened  
edited  
eliminated  
employed  
grouped  
monitored  
planned  
regulated  
scheduled  
structured

## Creative

authored  
changed  
conceived  
constructed  
created  
developed  
devised  
drafted  
established  
formulated  
founded  
illustrated  
influenced  
introduced  
invented  
launched  
originated  
revamped  
revised  
staged  
updated  
visualized

## Research/ Analytical

assessed  
compared  
critiqued  
defined  
derived  
detected  
determined  
discovered  
evaluated  
examined  
explored  
found  
inspected  
interpreted  
investigated  
located  
measured  
observed  
rated  
recommended  
reviewed  
searched  
studied  
surveyed

## Financial

allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
compiled  
computed  
controlled  
disbursed  
estimated  
figured  
financed  
forecasted  
projected  
reconciled  
tabulated

## Technical

adapted  
adjusted  
applied  
built  
computed  
constructed  
designed  
diagnosed  
engineered  
experimented  
maintained  
modified  
operated  
prescribed  
programmed  
proved  
reinforced  
repaired  
resolved  
restored  
solved  
specified  
systematized  
tested