

Name

Street Address
City, State, ZIP

Phone
Email

EDUCATION

Florida International University, Miami, FL

graduation year

Bachelor of Business Administration

Major: Finance

GPA: (for degree, only list if ≥ 3.0)

EXPERIENCE

Company Name, City, State

Month Year – Month Year (or Present)

Most Recent Position Title

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible e.g. Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them
- You should include at least 4 to 6 bullets per position, if possible
- Vary the action verbs you use at the beginning of each bullet
- Bullets in the section must be in the present tense (if present is used in duration)

Company Name, City, State

Month Year – Month Year

Position Title

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible e.g. Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them
- You should include at least 4 - 6 bullets per position, if possible
- Vary the action verbs you use at the beginning of each bullet
- Bullets in this section are past tense

Company Name, City, State,

Month Year – Month Year

Position Title

- Use bullet points to highlight accomplishments you have in your job. Quantify as much as possible e.g. Improved satisfaction by 20% among client partners through listening to their problems and introducing a structured approach to solving them
- You should include at least 4 - 6 bullets per position, if possible
- Vary the action verbs you use at the beginning of each bullet
- Bullets in this section are past tense

OTHER

Affiliations:

Languages:

Technical/Computer Skills:

Certifications:

Additional Training: