

SAMPLE STUDENT

Palatine, IL 60067

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<https://www.linkedin.com/in/samplestudent>

Education

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Business Administration Degree –

Financial Management

Anticipated Graduation May 20xx

Relevant Coursework

Financial Institution Operations

Financial Accounting

Investment Management

Managerial Accounting

Finance

Business Law

Skills

Microsoft Office Word, Excel and PowerPoint

Fluent in Spanish and English

Experience

Harper College, Palatine, IL

August 20xx to Present

Student Aide – Business and Social Science Division

- Manage clerical work, including scanning documents and filing records
- Answer telephones, assist callers by providing information, and transferring phone calls to correct staff member
- Assist faculty and staff by retrieving materials from other division offices

IKEA, Schaumburg, IL

April 20xx to December 20xx

Sales Associate / Cashier

- Provided visitors with a positive shopping experience by meeting or exceeding all customer service standards
- Ensured that returns and exchanges were completed accurately and in timely manner
- Completed procedures to maintain correct stock levels
- Followed all cashier balancing policies and procedures

Activities

Harper College, Palatine, IL

Business and Entrepreneurship Club

August 20xx to Present

President