

John Jordan
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OBJECTIVE

Bank Teller position with opportunity to use recent education in finance and accounting

EDUCATION

Harper College, Palatine, IL 20xx– Present
Pursuing an Associate in Applied Science, Financial Services

RELEVANT COURSEWORK

Intro. to Financial Accounting	Intro. to Finance
Intro. to Business Software Packages	Principles of Financial Institution Operations

SKILLS

- Over two years of experience in cash handling and basic bookkeeping
- Recording and analyzing financial transactions, developing financial plans, and preparing financial statements
- Proficiency in computer-assisted accounting utilizing AAACPA Plus and Lotus 1-2-3; MS Office XP, Lotus Notes, MS Money, Internet/email, QuickBooks

WORK HISTORY

McDonalds, Hoffman Estates, IL, **Cashier** 5/20xx– Present

Greet customers, take orders, prepare food, handle cash and balance receipts against sales at end of shift. Chosen as Cashier of the Month, July 20xx

ACTIVITIES

Vice President, Harper College Business Club	20xx– Present
Member, Kappa Beta Delta	20xx – Present
Student Ambassador	20xx– 20xx