

**MELISSA BANKER**

Palatine, IL 60067

847.555.1212

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**Objective**

To obtain a position in the **Banking Industry**

**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