**John Business**

▪ 121 West University Drive ▪ Edinburg, Texas 78541 ▪ (956) 123-4567 ▪ Vaquero.vsup01@utrgv.edu

**OBJECTIVE**

Analytical, organized and motivated accounting student seeks to obtain a challenging position which will maximize opportunities in a professional environment towards career advancement

**EDUCATION**

**The University of Texas Rio Grande-** Edinburg, Texas Anticipated Graduation Date:

*Bachelor of Business Administration in Accounting* Term 2007

GPA: 3.5

*Activities:*

Accounting Society (ACCS), *Member* Term 2005 – PresentStudent Government Association, *Senator Representative* Term 2006 – Present

*Relevant Coursework:*

* Accounting I, II & III
* Managerial Accounting
* Cost Accounting
* Principals of Management

**WORK EXPERIENCE**

**The University of Texas Rio Grande Valley-** Edinburg, Texas Term 2005 – Present

*Work-Study*

* Aid the Student Financial Services Department in performing loan reconciliations, process and create loans
* Review applications of students requesting loans
* Prevent loans from being disburse to students who do not qualify for financial assistance
* Monitor student’s progress during the semester to make sure they follow Federal Guidelines
* Send follow up correspondence about students’ account and inform them about methods of reimbursement

**HEB Grocery**- Edinburg, Texas

Cashier / General Merchandise Lead Clerk 2003 – 2005

* Cross-trained in several departments to provide superior customer service, efficiently handle cash, spearhead new item acquisitions and handle overall compliance and acquisition of departments
* Managed teams of 3 to 5 employees
* Planned the designing and maintenance of “HOT” advertised merchandise displays
* Ordered merchandise for general merchandise department including health and beauty items, cigarettes, medicine, baby items, and auto supplies
* Assisted in store setup using plan-o-gram diagram

**Olive Garden Italian Restaurant**-McAllen, Texas Term 2003

*Waiter*

* Multitasked approximately 4-8 tables at a time during lunch rush hours
* Attended to each table with individual attention to provide exemplary customer service by refilling drinks, bringing food and splitting checks

**SKILLS**

Language Skills: Fluent in English and Spanish: read, write and speak

Computer Skills: Proficient at Microsoft Office (Word, Excel, Access, Outlook, PowerPoint)

Intermediate at QuickBooks (Small Business Financial Reports)

Certifications: Income Tax Certified by the IRS (Issued on 4/4/2018)

**REFERENCES**

Available Upon Request

**John Business**

1234 East Orange St. • McAllen, TX 78043 • Phone: (956) 123-4567 • Email: email.homework01@utrgv.edu

*Employment References*

**Jane Chegging**

Target Store Manager

1234 Price St.

McAllen, TX 78541

(956) 123-4567

**John Quizlet**

Supervisor at Management Office at CoBE

1234 East University Dr.

Edinburg, TX 78541

(956) 123-4567

*Student Organizations*

**Jane McGraw Hill**

Organization President

1234 East Apple Dr.

Edinburg, TX 78541

(956) 123-4567

**John Pearson**

ORG Academic Development Officer

1234 East University Dr.

Edinburg, TX 78541

[Person.person@hotmail.com](mailto:Person.person@hotmail.com)

*Educational References*

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