

James Jobseeker

555 Main Street
Hays, KS 67601

785-628-5555
jobseeker@scatcat.fhsu.edu

- OBJECTIVE** Secure a position in a financial related firm/business
- EDUCATION** **Bachelor of Business Administration in Finance**, May 2014
Emphasis: **Banking**
Certificate: **Leadership**
Fort Hays State University, Hays, KS
- SKILLS** • Computer experience with Microsoft Windows, Word, Excel,
PowerPoint, Money, Quicken, SAS, and Sharp Machine
• Strong organizational, problem solving, and team building skills
- RELATED COURSES** • Fundamentals of Investments • Financial Markets & Institutions
• Bank Management • Real Estate Finance
• International Finance • Elements of Statistics
- RELEVANT EXPERIENCE** **Teller**, October 2013-Present
Commerce Bank, Hays, KS
• Perform duties including demand deposits, cash withdrawals, savings
bond cash outs, and deposit mailings
• Handle activities relating to statement windows
• Utilize bank mainframe to enhance customer service
- Customer Service Coordinator**, October 2012-October 2013
H & R Block, Hays, KS
• Controlled cash flow and recorded starting and ending balances
• Calculated income tax returns
• Created appointments and provided customer service
- COMMUNITY SERVICE** • Tigers in Service
• Youth Friends
• Habitat for Humanity
- HONORS/ ACTIVITIES** • Dean's Honor Roll
• Nation's Bank Scholarship,
• Academic Award of Excellence Recipient
• Tiger Investment Club,
• Finance Club
• Intramural Sports
- REFERENCES** Available upon request

Needa Career

600 Park Street
Hays, KS 67601-4340

ncareer@scatcat.fhsu.edu

785-555-1234 (home)
785-555-4321 (cell)

CAREER OBJECTIVE

To obtain a finance position offering continuous personal growth, responsibility, and challenges

EDUCATION

B.B.A Finance, December 2014
Fort Hays State University, Hays, KS
Emphasis: **Financial Planning**
Major GPA: 3.8, Overall GPA: 3.5

INTERNSHIP EXPERIENCE

Income Tax Internship, Spring 2013
Fort Hays State University, Hays, KS

- Filed individual income tax forms for students and community members

WORK EXPERIENCE

Office Assistant, Fall 2011 – Present
Financial Aid Office, Fort Hays State University, Hays, KS

- Verified and processed student loans
- Data entry duties
- Provided assistance to students via telephone and online

Computer Lab Assistant, February 2012 – December 2012
Unified School District 489, Hays, KS

- Periodic inventory recording
- Organized for the next school day

Customer Service Representative, June 2010 – February 2012
N.E.W., Hays, KS

- Provided consulting services for DirecTV Customers
- Ordered DirecTV service for customers.

ACTIVITIES AND HONORS

- Dean's Honor Roll
- National Society of Collegiate Scholars
- Alpha Kappa Psi

SPECIAL SKILLS

- Strong organizational and interpersonal skills
- Knowledge of Microsoft Word, Excel, Access, and PowerPoint

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

- Tigers in Service
- American Red Cross
- Children's Miracle Network