

John M. Doe

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EDUCATION	Bachelor of Science in Business – Accounting major Eastern Illinois University	GPA: 3.79/4.0 May 20xx
	Associate in Arts, with honors Lake Land College	GPA: 3.5/4.0 August 20xx
COURSEWORK	Financial Management, International Business, Cost Accounting, Financial Accounting Theory I, Management & Organizational Behavior, Financial Accounting, Business Statistics, Finite Math, Business Law, Managerial Accounting	
RELATED EXPERIENCE	<i>Office Assistant, Accounting Intern</i> Curry Construction	November 20xx – February 20xx
	<ul style="list-style-type: none">• Audited job and lien waiver folders to ensure completeness and accuracy with database information• Matched cash receipts to invoices and closed out construction jobs• Calculated labor costs for each construction project using a variety of labor rates• Calculated equipment costs for each construction project• Performed office support tasks including reception work and facility cleaning	
EMPLOYMENT EXPERIENCE	<i>Server, Assistant Manager</i> Subway, Rockford & Charleston, IL	August 20xx- Present
	<ul style="list-style-type: none">• Demonstrate leadership in planning and executing personnel functions, operational quality, and inventory planning during a shift• Work with limited direction and maintain administrative communication with management team on the day shift• Plan work schedules, place truck orders for product, resolve client issues, complete inventory, and coach staff to meet service and quality standards• Maintain professional and ongoing communication with franchise owners about operations, sales goals and property management• Work 30-35 hours per week while attending college full-time	
ACTIVITIES	<i>Treasurer, EIU Student Accounting Society</i> <i>Vice President of Community Service, Beta Alpha Psi</i>	
	<ul style="list-style-type: none">• Maintain accurate records of organizational funds and• Organized campus walking taco event raising \$1,000 for local food pantry	
SKILLS	Proficient with SAP, QuickBooks, Excel, Access Strong organizational, analytical and problem solving ability Communication and team leadership (in-person & virtual platforms)	