



CAREER CENTER
ST. CLOUD STATE UNIVERSITY

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Finance Resume

FIONA FINANCE

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EDUCATION

Bachelor of Science in Finance

May 20XX

St. Cloud State University (SCSU), St. Cloud, Minnesota

- Program nationally accredited by the Association to Advance Collegiate Schools of Business (AACSB)
- Worked 30 hours weekly while attending college full-time
- **GPA: 3.25**

EMPLOYMENT

Server

June 20XX – Present

Granite City Brewery, St. Cloud, Minnesota

- Display leadership initiative while training and supervising approximately 10 new staff in company standards and procedures successfully
- Develop strong interpersonal communication skills by providing quality service to thousands of restaurant customers resulting in customer satisfaction
- Demonstrate skills in efficiently executing cash transactions by operating own cash register each 6 hour shift with zero to few errors

Bank Teller

February 20XX -Present

Wells Fargo, St. Cloud, Minnesota

- Strengthen customer service skills by effectively completing variety transactions for hundreds of customers
- Improve attention to detail skills by maintaining a balanced telling station
- Solidify time management skills daily completing hundreds of transactions in a timely manner

Student Worker

September 20XX – June 20XX

Husky Bookstore, SCSU

- Provided quality and efficient customer service to hundreds of customers daily in a fast-paced environment
- Inventoried merchandise and assured shelves were continually stocked by using organization skills

ACTIVITIES AND ACHIEVEMENTS

Treasurer, Husky Growth Fund, SCSU

September 20XX – Present

- Research securities information through various online resources and market prospective worthy securities to incorporate into the portfolio

Recipient, Target Case Study Competition, SCSU

April 20XX

- One of four students awarded \$1,000 for successfully preparing and presenting strategies to help Target meet its changing demographic needs

President, Investment Club, SCSU

September 20XX– May 20XX

- Developed additional money management skills while gaining knowledge in currency movement trends of multi-national businesses

Volunteer, St. Cloud Area Community Clean-up

January 20XX – May 20XX