

# 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**

## RELATED EXPERIENCE

### Server, Granite City Brewery, St. Cloud, Minnesota

June 20XX – Present

- Display leadership skills 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 accountability through efficiently executing over \$500 worth of cash transaction on an individual register each 6 hour shift with zero to few errors

### Bank Teller, Wells Fargo, St. Cloud, Minnesota

February 20XX – Present

- Strengthen customer service skills by effectively completing a variety transactions for hundreds of customers ensuring a consumer focused environment
- Improve attention to detail by maintaining a balanced telling station through accurate transactions
- Solidify time management skills by completing hundreds of transactions daily to ensure clients received their funds on schedule

### Student Worker, Husky Bookstore, SCSU

September 20XX – June 20XX

- Provided quality and efficient customer service to hundreds of customers daily in a fast-paced environment leading to an increase in customer satisfaction and return business
- Inventoried merchandise using organizational skills resulting in fully stocked shelves

## ACTIVITIES AND ACHIEVEMENTS

### Treasurer, Husky Growth Fund, SCSU

September 20XX – Present

- Research securities information by compiling various online resource 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 by working with diversified investment accounts

### Volunteer, St. Cloud Area Community Clean-up

January 20XX – May 20XX