

JOHN D. SMITH

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School Address:
1000 Central Avenue
La Crosse, WI 54601
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Permanent Address:
2000 State Street
Your Town, WI 50001
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ACADEMIC BACKGROUND

University of Wisconsin – La Crosse
Bachelor of Science Degree – May 20XX

Major: General Management and Technology
Minor: Accountancy

GPA: 3.25

Awards: Certificate of Proficiency – Total Quality Management, Dean's List

COMPLETED COURSEWORK AND COMPUTER SKILLS

Spring 20XX Coursework: Emergent Leadership and Team Development, Accounting Information Systems

Completed Coursework: Management of Information Technology, Production Management, Change Management, Intermediate Accounting II, Cost Accounting

Computer Proficiency: Microsoft Access, Microsoft Excel, Microsoft Word

BUSINESS WORK EXPERIENCE

ABC Group, Your Town, Wisconsin, April 20XX - Present

Position: Assistant Manager of Complex

- Supervised staff of six or more
- Handled cash in amounts up to \$10,000 and make bank deposits
- Handled customer service concerns
- Monitored payroll entries
- Supervised opening and closing
- Handled inventory accounts

XYZ Company, My Town, Wisconsin, November 20XX – November 20XX

Position: Cashier

- Operated cash register; counted down drawer at end of day
- Processed credit payments
- Provided customer service and problem solving

VOLUNTEER ACTIVITIES

- Youth Mentor, Big Brothers, Big Sisters, September
- Animal Care Volunteer, Humane Society

REFERENCES FOR JOHN D. SMITH

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