

Name
Street Address
City, State Zip
Phone Number
yourname@patriots.uttyler.edu

PROFESSIONAL SUMMARY

Seeking a position with a company where there is a need for an individual with excellent customer service and cash handling experience.

COMPETENCIES

Microsoft Office	Complex Problem Solving	Social Perceptiveness
Accounting	Critical Thinking	Number Facility
Mathematical Reasoning	Service Oriented	Active Listening

EDUCATION

The University of Texas at Tyler, Tyler, Texas, 2014.

Bachelor of Business Administration

Major: Accounting, GPA: 4.0/4.0

LANGUAGES

English, first language	Spanish, fluent
German, fluent	French, beginning

EXPERIENCE

Company name, City, State, 2012-2013.

Job Title

- Weigh components of product to ensure conformance to requirements.
- Operate and observe machines to mix and blend product, and ensure safe and efficient operation.
- Examine product visually to ensure conformance to established standards.

Company name, City, State, 2011-2012.

Job Title

- Receive payment by cash, credit cards, and vouchers.
- Assist customers by providing information and resolving their complaints.
- Identify prices of good and tabulate bills using calculators, cash registers, or optical price scanners.

INTERNSHIPS

Company name, City, State, 2009-2010.

Job Role

- Keep accurate records of monetary exchanges, authorization forms, and transaction reconciliations.
- Count money and audit money drawers and make change for customers.
- Reconcile daily summaries of transactions to balance books.
- Obtain customers' signatures on receipts when winnings exceed the amount held in a slot machine.