

# BOB BUSINESS

Bob.Business@vikings.berry.edu | linkedin.com/in/Bob.Business  
456 Oz Street, Atlanta, Georgia 30253 | (706) 123-4567

## EDUCATION

---

**Berry College**, Mount Berry, Georgia, May 2018  
Bachelor of Science; Finance Major, Economics Minor, GPA: 3.72/4.00  
Charter School of Business Scholarship

## COMPUTER SOFTWARE

---

Moneyspire, STATA, Microsoft Excel, PowerPoint, Quicken, Peachtree Accounting, QuickBooks

## EXPERIENCE

---

**SunTrust Bank**, Rome, Georgia  
Teller, August 2017 – Present

- Count cash in operational drawer at start of shift; balance cash and checks at end of shift.
- Maintain accuracy in validation of checks, deposits, withdrawals, verifying accuracy of deposit slips, and preparation and issuing of cashier's checks and money orders.
- Respond to customer questions about personal accounts and other bank products.
- Open new customer accounts and resolve various problems with existing accounts.

**Brown, Birdsong & Barnes**, Rome, Georgia  
Financial Services Intern, January 2016 – May 2017

- Sourced prospective clients, capitalized on referrals, and assessed customer needs.
- Studied firm's products and services and recommended based on clients' objectives, resources, risk profile and other preferences.
- Received training in balancing investment growth, referral activities, customer follow-up, prospect building, administrative compliance, and personal development.

**Berry Enterprise Support Team**, Mount Berry, Georgia  
Accounting and Finance Analysis, March 2017 – Present

- Create, develop and implement financial plans to increase profitability and reduce costs, for the various enterprises with revenues in the mid six-figures for the sixteen different Student Enterprises.
- Generate biweekly, monthly, quarterly and year-end reports for supervisors and general managers.
- Operate programs to analyze data with a general ledger, accounts receivables, accounts payable, payroll, FICA and depreciation schedules.

**Berry College Business Office**, Mount Berry, Georgia  
Administrative Support Tech, August 2014 – December 2015

- Helped office with provision of accounting and business services, financial reporting, human resources, payroll, sponsored research, and student accounts.
- Trained to ensure that all funds were properly received, spent, and reported in accordance with accounting guidelines, college policies, and state and federal regulations.

## ACTIVITIES

---

**Berry Investment Group**, August 2016 – Present  
**Berry Accounting Association**, August 2015 – Present

## PROFESSIONAL ORGANIZATIONS

---

**National Association for Business Economics**, June 2015 – Present  
**Association for Financial Professionals**, January 2016 – Present