

# JANE STUDENT

123 Simple Drive  
City, State, Zip Code

714-555-5555  
jane.student@hiu.edu

## PROFILE

---

- Energetic approach to work and life
- Self-motivated with dedicated work ethic
- Values integrity in others and myself
- Dependable team player
- Dedicated to accuracy and timeliness
- Open to change and improving processes
- Organized and detailed-oriented
- Effective communicator

## EDUCATION

---

### **B.A. Business Management**

May 2013

Hope International University, Fullerton, CA

## PROFESSIONAL EXPERIENCE

---

### **Accounts Payable Specialist**

October 2010-Present

Peter Jacobsen Sports, LLC

Los Angeles, CA

- Solely responsible for managing accounts payable, including entering and coding invoices and printing checks for multiple companies.
- Reconciled multiple bank accounts, general ledger accounts and employee benefit statements monthly.
- Prepared and entered journal entries for month end and assisted Accounting Manager with projects as assigned.
- Assisted accounts receivable when needed in creating invoices, preparing deposits and making collection calls
- Traveled to golf events to perform finance functions and assisted other departments as necessary.

### **Director of Student Programs**

July 2007-October 2010

ABC University

Eugene, OR

- Oversaw weekly programming series, called Beacon Nights, for approximately 60 students at different locations around the local community and on campus, providing a Friday night alternative event for students to attend.
- Advised the ASABC with 11 volunteer student leaders, assisting in retreat planning, leadership development, and program planning.
- Coordinated events for Family Weekend, including a mock class, sample Beacon Night, banquet, brunch, and evening entertainment.
- Planned and executed 4 day Orientation Program, working with 30 student volunteers, local businesses, and multiple departments around campus including the Business Office, Academic Affairs, Athletics, Residence Life, Financial Aid, Admissions, IS, and Library.
- Facilitated and developed a week- long series of events for Homecoming Week in conjunction with Athletics and Alumni Relations.

### **Marketing Assistant**

January 2006-July 2007

Albrecht Associates LLC, Environmental Consulting Firm

San Francisco, CA

- Brainstormed and collaborated with team members to develop and write public and private client proposals.
- Identified new potential customer base and conducted outreach through marketing calls and conference networking. Increased based by over 100 clients.
- Instrumental in creating and editing marketing materials, including written and website-use material.
- Collaborated with internal marketing team to unify company brand image.
- Facilitated the training and management of other interns.

### **Intern**

January-May 2007

Professional Golf Events

Pomona, CA

- Assisted in preparation and design of 2007 company catalog
- Phoned prospective tournament directors
- Prepared and entered purchase orders

## SPECIAL SKILLS

---

Competent in Platinum, Quickbooks, Sage FAS Fixed Asset, Microsoft Word and Excel software