

Eddie Economics

Current Address:

1234 College Drive
Wilmington, NC 28403
(910) 555-1234
eddie@uncwil.edu

Permanent Address:

123 Home Drive
Apex, NC 28555
(919) 555-134

EDUCATION

05/2000 **University of North Carolina at Wilmington**
Bachelor of Science, Economics GPA: 3.5
Financed/Earned 75% of College Expenses.

COMPUTER SKILLS

- Word
- SAS
- Access
- Excel
- Lotus 1-2-3
- Minitab

WORK HISTORY

07/98-present **UNCW Bookstore** Wilmington, NC
Stock Clerk

- Assist students in finding books and answering questions
- Help manager do quarterly inventory on weekends
- Receive books into bookstore and input their information into the bookstore network.
- Explain Textbook Reserve Program to incoming freshman and their parents during orientation

03/91-12/98 **Bella's Supermarket** Apex, NC
Assistant Manager

- Provided assistance to customers in all areas of the store
- Managed supermarket and employees in the absence of manager
- Operated and balanced cash register, with up to \$5000 in receipts
- Scheduled employee's weekly hours, trained new employees on duties and how they should be carried out
- Ordered inventory on a daily basis, installed payroll system and also trained manager how to use

ACTIVITIES

03/99-present **Economics Club**
Secretary

- Discuss with club members and Economics faculty about current topics in the news and how they affect the economy around us

04/98-12/98 **UNCW Sailing Club**

- Helped to promote club membership to largest membership since club started; raised money to meet clubs annual budget

08/95-04/96 **Homecoming Committee**

- Developed ideas for homecoming theme, and events; built props for homecoming week, and helped in homecoming events and activities; sold homecoming shirts to student body

09/95-05/96 **UNCW Volunteers**

- Collected trash and improved appearance in area communities; informed other students how they could get involved and volunteer their time

Fernando Finance

WORK EXPERIENCE

Intern, Merrill Lynch Wilmington, NC: Sep. 1999 – Present

- Valuate individual stocks, bonds, and mutual funds
- Perform seminar marketing and coordination
- Organize client appreciation meetings, and sales programs
- Analyze portfolio allocation

Front Desk Administrator, Sleepy Hotel **Wilmington, NC: Jun. 1998 – Oct. 1998**

- Reconciled all revenue accumulated throughout each day
- Managed all front office operations of hotel
- Responded to customer complaints or problems

EDUCATION

University of North Carolina at Wilmington

Bachelor of Science, Business Administration, May 2001

Concentration: Finance

Business School and Overall GPA: 3.54

Surrey University, Surrey, PA

Semester Abroad Experience, Spring 1999

AWARDS RECEIVED

Association for Investment Management and Research (AIMR) Scholarship Recipient

- One of three UNCW undergraduates selected to sit for the Level I Chartered Financial Analyst (CFA) exam.
- Rigorous curriculum is divided into three levels that test knowledge of investment and asset valuation, portfolio management, ethical standards, and global markets

Deans and Chancellors Lists: Spring 1997-Fall 1998

Order of Omega National Leadership Honorary Society, Jan. 1999

Omicron Delta Kappa National Leadership Society, Jan. 1999

LEADERSHIP ACTIVITIES

Chi Omega Delta Fraternity

President: 1997 – 1998

- Managed all internal, external, and monetary affairs of fraternity
- Supervised fraternity employees
- Oversaw \$10,000 in house remodeling and renovation
- Designed budget for 1997 – 1998 school year

Sponsorship Chairman for annual benefit concert: 1997

- Raised \$5,200 from local businesses and firms

Alumni Relation Chairman: 1998

- Organized Annual Golf Tournament in conjunction with Alumni Foundation

Inter-Fraternity Council

- Secretary: 1998
- Delegate: 1997

Student Government Association

- Sophomore Class Senator: 1998
- Senator at Large: 1999

COMPUTER SKILLS

Proficient in:

- IBM compatible system
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access
- Microsoft Publisher
- Internet research
- Adaptec CD Creator
- HP Scanning Software

Irene Information-Systems

Current Address

366-14 Racine Drive
Wilmington, NC 28403
(910) 792-9254

Permanent Address

6062 Pinebark Court
Charlotte, NC 28211
(704) 536-8615

Education

The University of North Carolina at Wilmington

Bachelor of Science - Business Administration; Information Systems, December 1999

Course Work:

Management of Database Systems	Production/Operations Management
Organizational Theory and Behavior	Business Simulation
Advanced Statistical Analysis for Management	Business and Economic Forecasting
Management Information Systems Development	Decision Support Systems
Business Policy	Java/HTML

Computer Skills

Operating Systems: Linux 5.1 and 6.0, Windows '95, '98

Applications: Microsoft Office '95 and '97 (Extensive Exposure in Access '97), SAS, Oracle 7.1, ERWin, BPWin, CASE tools, Minitab

Languages: SAS Base Language 6.12, HTML, SQL/MYSQL, PHP3, GPSS, Java

Work

Experience

Inttek Corporation, Wilmington, NC

Intern, February '99- Present

- ◆ Web Development Team: Create Website for the wireless networking company utilizing HTML, PHP3, and MYSQL

Wilmington Family YMCA

Assistant Camp Director, Camp Tuscarora, May '99- August '99

- ◆ Managed entire summer camp with 150 children, 20 counselors and Program Staff
- ◆ Accountable for daily camp activities, scheduling, field trips, payroll, payments, weekly newsletters and overall safety of all that attended any one of the ten week sessions

Blair Elementary After School Program, Wilmington, NC

Site Director, August '98- Present

- ◆ Responsible the largest After School Site at the YMCA
- ◆ Developed motivational program structure and reward system
- ◆ Maintained parent relations while ensuring a safe atmosphere for all eighty children and nine counselors
- ◆ Promoted to Assistant Camp Director

On-Site After School Program Counselor, August '97- August '98

- ◆ Supervised fifteen children at the YMCA following a prescribed daily arrangement
- ◆ Promoted to Site Director of the largest After School Program in the Wilmington area

Activities/ Honors

Public Relations Director, UNC-Web Club March '98- Present

Public Relations Director, Society of August '98- Present

Operations and Information Management, Member, APICS November '98- Present

Jane A. Accounting

Current Address

5 Big Five Way
Wilmington, NC 28403
(910) 555-9541

Permanent Address

10 Mapa Drive
Home, NC 27555
(919) 555-6967

E-mail Address

abc1234@uncwil.edu
abc123@email.com

OBJECTIVE Entry-level position with a major public accounting firm

EDUCATION **Bachelor of Science in Accounting, May 2000**
University of North Carolina at Wilmington, Wilmington, NC
Cumulative GPA 3.474

Leadership Certificate, May 1999

HONORS

SCHOLARSHIPS Beta Alpha Psi, 1998 to 1999; Treasurer, 1999
Ernst & Young's Summer Leadership Program, Summer 1999
Chancellor's List, Spring 1998 and Spring 1999
Dean's List, Fall 1998
Life Long Learning (L3) Scholarship, 1996 to 1998

WORK

EXPERIENCE **Bank Teller, December 1996 to Present**
Four Oaks Bank and Trust; Garner, NC

- Receive deposits and cash checks
- Reconcile teller drawer
- Promote bank products

Sales Clerk, December 1995 to December 1996

Clayton Jewelers; Clayton, NC

- Priced jewelry
- Marketed products
- Provided customer service

ACTIVITIES

Rotaract Club of UNCW; Treasurer 1998 to 1999, Vice-President 1999
Women in Leadership Mentor Program, 1999
Lead Consultant, 1998 to 1999
Institute of Management Accountants, 1997 to 1998
Emerge, 1996 to 1998

COMPUTER SKILLS

Windows 95 and 97
Microsoft Excel
Microsoft Word

Microsoft Power Point
Internet Research
Electronic Mail

REFERENCES Available upon request

Master B. Admin

1 MBA Way
Wilmington, NC 28403
Telephone 910.123.4567
Email: masterB@wilmington.net

Experience

- | | | | |
|---------------------|---|---------------------------------|-----------------------|
| 7/95-Present | Wilmington NC Bank | Loan Underwriter X | Wilmington, NC |
| | <ul style="list-style-type: none">• Underwrite commercial loans and make credit decisions (\$500,000 lending authority)• Override departmental loan denials when branch offices appeal those decisions• Support lending officers with guidance on special assets and workout situations• Help lending officers make credit decisions and structure loans• Analyze financial statements using financial analysis modeling software• Visit clients and inspect collateral on important loan decisions• Act as a backup person to make construction progress inspections | | |
| 2/94-7/95 | North Carolina Bank | Regional Sales Director | Wilmington, NC |
| | <ul style="list-style-type: none">• Assisted with the design and implementation of new structure for Mortgage Loan Division• Managed a team of up to twenty salespeople including the hiring, training, and coaching• Forecasted real estate sales to develop sales goals and operating budgets• Held loan production sales meetings• Designed a marketing program targeted to top producing Realtors | | |
| 9/93-2/94 | North Carolina Bank | Mortgage Loan Originator | Cary, NC |
| | <ul style="list-style-type: none">• Developed new sales territory for mortgage division• Solicited referrals from realtors and builders to take mortgage loan applications for their homebuyers• Analyzed financial situation of applicants and suggested appropriate program to make a sound loan adhering to secondary market guidelines | | |
| 7/91-9/93 | Prudential Real Estate | Mortgage Loan Officer | Raleigh, NC |
| | <ul style="list-style-type: none">• Solicited referrals from realtors and builders to take mortgage loan applications for their homebuyers• Trained in professional service sales skills | | |
| 6/90-6/91 | Homes & Garden | Loan Officer | Durham, NC |
| | <ul style="list-style-type: none">• Solicited referrals from realtors and builders to take mortgage loan applications for their homebuyers• Trained in professional service sales skills | | |

Education

- | | | | |
|-------------|--|--|-----------------------|
| 5/01 | University of North Carolina at Wilmington | M.B.A. | Wilmington, NC |
| | <ul style="list-style-type: none">• GPA: 3.9/4.0• Comprehensive business life cycle simulation project integrated into the curriculum | | |
| 5/90 | East Carolina University | B.S./B.A. Finance Concentration | Greenville, NC |
| | <ul style="list-style-type: none">• Completed undergraduate degree while working full-time | | |

References

Available upon request

Michael Management

601 Manager Court
Wilmington, NC 28403
(919) 555-1234
mikem@personnel.com

OBJECTIVE

Financial Management position

EDUCATION

University of North Carolina at Wilmington
Bachelor of Science, Business Management
May 1999

RELEVANT EXPERIENCE

Carolina Bank Wilmington, NC

Sales and Service Specialist

March 2000/ Present

- Proactively sell complementary bank products to new and existing customers
- Prospect for new customers over the phone and outside of branch
- Offer excellent customer service., while servicing customers' accounts

Management Inc. Durham, NC

Management Trainee

June 1998/Nov. 1999

- Provide exceptional customer service to clients
- Sell customers on the benefits of purchasing additional coverage
- Promote company by making sales calls with area businesses

Acme Sportscenter Wilmington, NC

Sales Representative

Oct. 1997/May 1998

- Promote and sell merchandise to potential customers
- Provide assistance to customers with concerns/questions about the club

UNCW TV Wilmington, NC

Intern

May/Aug. 1997

- Promoted the television station and its programs
- Work with sales department in finding new advertising clients
- Write scripts and edit clips for promotion of television programs
- Work with management to decide which stories to run each day

ACTIVITIES

- Pi Sigma Epsilon (National Sales & Marketing Fraternity), UNCW, Sept. 1997-May 2000.
- Alpha Zeta, (Social Fraternity) UNCW, Sept. 2000-May 2000
 - Founding Father, Sept. 2000
 - Scholarship Chairman, Spring 2000
 - Social Chairman Fall 2000
- Volunteer, Hurricane Floyd Clean-up efforts, Aug.-Sept. 1999

Millie Marketing

1234 College Blvd
Wilmington, N.C. 28403

(910) 555-1234
millie@hotmail.com

Education **Bachelor of Science, Business Administration: Marketing**
University of North Carolina at Wilmington, December 1999
GPA 3.74
Marketing GPA: 4.0
UNCW Dean's List every semester

A.A.S., Liberal Arts
Chaminade University, Honolulu, Hawaii, May 1994

Experience 1997-Present Tuscarora Tack Shop Wilmington NC

Sales Associate

- Sell saddles, equestrian apparel, and supplies.
- Manage shop while owner is away on business trips and vacations.
- Assist in maintenance of merchandise inventory.
- Provide community with information on area horse shows, trainers, and associations.

1994-1997 US Navy Great Lakes, IL

Drill Instructor

- Coordinated many retirement and promotion ceremonies, and acted as narrator at the weekly graduation ceremonies of approximately 800 recruits and 4,000 to 8,000 guests
- Hand selected to train and ensure the progress of over 795 recruits in the areas of honor, commitment, and courage
- Taught classes in navy indoctrination and history, first aid and nutrition, marching, uniform maintenance, and conduct ashore

1991-1994 US Navy Honolulu, HI

Ocean Systems Technician Analyst

- Responsible for the control of a \$160,000 budget for the procurement of mission essential materials
- Handled communications between Navy ships and work center

Awards

- Member Beta Gamma Sigma, a national honorary business society, UNCW Inducted March 1999
- 1993 Sailor of the Year, Naval Station Pearl Harbor, HI
- 1993 Navy Achievement Medal, Pearl Harbor, HI
- 1992 Sailor of the Quarter, Naval Ocean Processing Facility, Ford Island, HI

Computer Skills

- Word, Excel, Access, Power Point, and web page design

Otis Operations

12 Manufacturing Drive
Wilmington, NC 28403
(910) 555-1234 / OTIS@aol.com

PROFESSIONAL EXPERIENCE

Operations Management Internship, Caterpillar, Leland, NC, 5/98-Present

- Assisting in preparation of Class A certification under Oliver Wight's guidelines
- Working with an MRPII database and forecasting software
- Designing a rough cut capacity plan, using simulation software

Warehouse Clerk, Granite Inc. Wilmington, NC, 4/97-1/99

- Issued and shipped industrial supplies, via UPS and freight lines
- Maintained accurate inventory, audited incoming property, and researched discrepancies, and performed cycle stock counts

Operations Management Internship, Joy Manufacturing, Wilmington, NC, 3/96-4/97

- Designed Flow Charts and developed a training manual to be used to explain GE's Material Requirements Planning system (MRP) based in an AVALON database
- Acquired training in Bill of Material updates, Master Scheduling, Inventory status record updates, purchasing, and shop capacity requirements

Inventory Management Intern, Miller Building, Utica, PA, 1996-1998

- Performed monetary accounting, inventory stock control, and financial planning in 12 separate stockrooms containing over 200,000 line items
- Provided inventory analysis, discrepancy research, and funds control during inventory cycle counts
- Trained supply personnel on inventory analysis, problem solving techniques, and how to perform corrective action in SBSS database
- Identified inefficiencies in operations by using established quality control procedures, and recommended corrective actions to improve these operations

Material Storage and Distribution Technician, 105th Supply, Seymour AFB, NC, 1994-1996

- Managed storage and distribution operations of 5 separate stockrooms, each containing over 10,000 separate line items
- Supervised and trained supply personnel to insure proper storage and issue procedures
- Verified, secured, and inspected items in various stockrooms on a set schedule to insure proper handling and storage procedures were being implemented
- Ordered and issued support equipment, and insured customers received property in a timely manner

SKILLS

- Computer: Word Processing (MS Word 95-98), Spreadsheet (OM-EXEL), Power Point, Snap Graphics, Visio, Access, E-mail, Internet, Genesis (Grainger IS system), MRP (GE IS system), and SBSS (Government Inventory Control System), IFS (MRPII)
- Material Handling: Forklifts, Hyster lifts, and other mechanized handling Equipment
- Bar Code Systems : including hand held terminals (Symbol)

EDUCATION

University of North Carolina at Wilmington

Bachelor of Science: Production and Operations Management, May 2000

GPA 3.4

Pi Sigma Epsilon (Business Fraternity), Beta Gamma Sigma (Honor Society), APICS member.

Salem State Community College

Associate of Arts: Business Management, May 1997

GPA 3.78

USAF Career Development Courses in Logistics, May 1996

Completed APICS BSCM exam, May 2000