



Entry Level Resume

Student Name Here

Linkedin.com/account | phone number | student email address

EDUCATION

Bachelor of Science, Business Administration, option Accounting
California State University, East Bay, Hayward, CA GPA: 3.6

June 2016

RELATED COURSEWORK

Financial Real Estate Operations

September – December 2015

- Examined methods of financing income properties
- Provided recommendations for investments and risk analysis of target companies
- Evaluated alternative real estate financing and investment vehicles

Investment Analysis

January – March 2016

- Understand mortgage-back securities, stock valuation, and futures contracts

EXPERIENCE

Child Care Provider

September 2013 – Present

Self-Employed

- Provide childcare for several families with children ages five months to seven years
- Organize age-appropriate activities for children in a safe and secure environment
- Serve as emergency guardian while accompanying children to after school activities, including soccer, karate, and gymnastics

Receptionist

January 2013 – July 2014

Van Ryan and Associates, Emeryville, CA

- Greeted clients, determined the nature of visit and directed to appropriate resources
- Answered over 40 phone calls daily; screened and forwarded calls and recorded accurate messages
- Maintained professional relationship and attitude with clients and staff

SKILLS

- Proficient in Microsoft Office Suite; Mac and PC platforms
- Fluent in written and spoken English, knowledge of Farsi

VOLUNTEER EXPERIENCE

- Mentor, Big Brother/Big Sister
- Volunteered and raised \$250 by fundraising, Relay for Life

September 2012 – Present

March 2012

ACTIVITIES

- Member, Beta Alpha Psi
- Member, Black Student Union - participate in quarterly outreach events

September 2015 – Present

September 2015 – Present

Commencement

Email: aace@csueastbay.edu

Website: www.csueastbay.edu/aace/

Office: Student Services & Administration (SA), Suite 2300