



Paydirt Pete

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EDUCATION

Bachelor of Business Administration in Accounting with minor in Finance

The University of Texas at El Paso (UTEP)

Anticipated: 5/20XX

Honors:

UTEP Presidential Scholarship Recipient, June 20XX

Anywhere High School, El Paso, TX

GPA: 97/100

Awarded: 6/20XX

Honors & Activities:

Top 10% of 20XX Class

Academic Decathlon Gold Medal for Speech, April 20XX

EXPERIENCE

Student Intern

City of El Paso

9/20XX – 5/20XX

El Paso, TX

- Assisted with administrative duties such as drafting form letters, memos, and other documents
- Prepared, tracked and organized files, mail, and office inventory
- Participated in the review, development and implementation of paper flow, forms, policies, and procedures
- Managed telephone calls and provide general information to assist or direct callers to appropriate person or location

Seasonal Cashier/Team Member

Menchie's Frozen Yogurt

6/20XX – 8/20XX

El Paso, TX

- Ensured customer service by being cordial and attentive to an average of 20 customers per shift
- Handled cash register with up to \$500 daily and performed end-of-day operations
- Worked effectively with three team members to ensure a clean and safe work environment

LEADERSHIP & VOLUNTEER ACTIVITIES

Adoption Counselor

Humane Society of El Paso

6/20XX – 8/20XX

El Paso, TX

- Helped up to five families per shift fill out paperwork and interact with dogs for five to ten hours per week
- Organized five schedules for volunteers to wash five to seven dogs per day

Student Council Member

Anywhere High School

9/20XX – 5/20XX

El Paso, TX

- Assisted with two annual fundraisers and helped coordinate three high school spirit events
- Recruited 15 new members through tabling events, class presentations, and social media outreach

SKILLS

- Extensive use of MS Word, PowerPoint and familiar with Excel (Pivot Tables)
- Bilingual: Fluent in English and Spanish
- Knowledgeable in social media management (Instagram and X)

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 08/2023