

# UNDERGRADUATE BUSINESS RÉSUMÉ

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

See more  
documents here



## Paydirt Pete

(915) 747-0000 | [pdpete@miners.utep.edu](mailto:pdpete@miners.utep.edu) | [in/paydirtpete14](https://in.paydirtpete14)

### EDUCATION

**Bachelor of Business Administration in Finance with minor in Economics** Expected: 5/20XX  
**Human Capital Management Certificate** Awarded: 8/20XX  
The University of Texas at El Paso (UTEP) Overall GPA: 3.5/4.00 | Major GPA: 3.8/4.00  
Study Abroad: Global Business Environment course in Dublin, Ireland 3/20XX

**Honors:**  
Dean's List – Fall 20XX, Spring 20XX and Fall 20XX

**Relevant Coursework:**  
Business Finance | Investments | Managerial Finance | Portfolio Analysis

### RELEVANT EXPERIENCE

**Finance Intern** 6/20XX – Present  
Helen of Troy El Paso, TX

- Create a guide for international tax transactions to comply with legal requirements in Europe and Latin America
- Perform analysis and make recommendations to ensure compliance in IT procedures with relevant laws and statutes
- Calculate royalty payments and reconcile quarterly accruals for Health and Home products (\$100M+ gross sales)
- Develop visual diagram of the month-end closing process by department as a detailed guide for internal reporting

**Professional Development Student Assistant** 9/20XX – 5/20XX  
UTEP College of Business Administration Undergraduate Advising El Paso, TX

- Served as student advisor for the Business College Council and its 14 student organization presidents
- Verified student organization travel forms and reconciled expenses against travel budget of around \$300 per student
- Ensured customer service by assisting around 20 students per hour at the front desk
- Generated and distributed weekly and monthly Advisor Trac reports to four full-time department advisors

### LEADERSHIP & VOLUNTEER ACTIVITIES

**Vice President (10 HOURS A WEEK)** 8/20XX – Present  
Financial Management Association (FMA) at UTEP El Paso, TX

- Build relationships with 50+ members by organizing three networking events per semester
- Plan five workshops and training sessions with guest speakers aimed at developing fundamental finance skills
- Collaborate with community service officer to organize at least three community service activities per semester
- Lead fundraising efforts reaching \$2,000 for five members' travel expenses to attend national conference

**Active Member (5 hours a month)** 10/20XX – Present  
Association of Latino Professionals for America (ALPFA) at UTEP El Paso, TX

- Develop professional skills through weekly interactive activities and workshops
- Contribute to the improvement of the El Paso community through 14 hours of community service per semester
- Fundraise over \$500 by seeking sponsorships from local businesses and selling raffle tickets across campus

**Volunteer Adoption Counselor** 6/20XX – 8/20XX  
Humane Society of El Paso El Paso, TX

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

### SKILLS

- Extensive use of MS Word, PowerPoint and familiar with Excel (Pivot Tables, VBA, VLOOKUP)
- Trilingual: Fluent in Spanish and English, Basic French
- Knowledgeable in Tableau, SIE, Python, SQL

# 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: 07/2023