

FRESHMAN BUSINESS RÉSUMÉ

For a review, e-mail: careers@utep.edu

See more
documents here



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

Awarded: 6/20XX

GPA: 97/100

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 EXPERIENCE

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

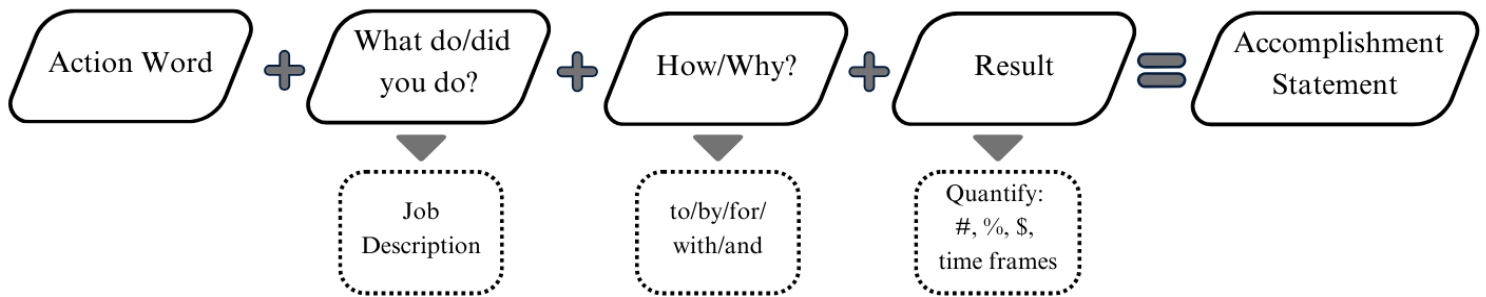
SKILLS & CERTIFICATIONS

- Bookkeeper - Accounting (Coursera Career Academy) 10/20XX
- 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 bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

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



Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

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

Teamwork/Collaboration

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

Critical Thinking/Problem Solving

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

Technology

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

Leadership

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

Professionalism/Work Ethic

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

Career & Self Development (Confidence/Advocacy)

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

Updated: 06/13/24