

SAMPLE

Lloyd Dobler

125 Front St. • New Paltz, NY • 12561 • (845) 555-3265

Professional Objective

To obtain an entry-level position in the areas of Administration and Finance

Education

State University of New York at New Paltz
Bachelor of Science (December 2001)
Major: Business Administration
Concentration: Finance

Related Coursework: Money and Banking, Public Finance, Business Decision Support Systems, International Economic Development

Professional Experience

Accounts Assistant, IBM, Poughkeepsie, NY (2001-present)

- Perform general clerical duties in the office of accounting and finance
- Review accounting records to ensure reliable communication between various corporate departments

Teller, United Bank of New Paltz (summers 1999-2001)

- Maintained proper activity in customer accounts and obtained proper accountability of transactions
- Provided reliable and courteous customer service

Office Assistant, College Activities, SUNY New Paltz (1998-2000)

- Assisted director with clerical duties including room scheduling and off-campus activities
- Scheduled appointments for various student groups and faculty members

Leadership Activities

Treasurer, Management Club, SUNY New Paltz (2000-2001)

Resident Assistant, SUNY New Paltz (1999-2000)

Computer Skills

Proficient in Microsoft Word, Excel, and PowerPoint