Sample Student 000 State Route 7, Cobleskill, NY 11117

000 State Route 7, Cobleskill, NY 11117 Student000@cobleskill.edu 518-000-0000

Education	State University of New York at Cobleskill, Cobleskill, NY Bachelor of Business Administration: Business Administration Anticipated May 2021, GPA: 3.62 Associate in Applied Science, Business Administration May 2019, GPA: 3.25		
Honors	SUNY Cobleskill Dean's Honorable Mention List, Spring & Fall 2018 SUNY Cobleskill Dean's List, Fall 2019 - Present		
Courses	Business Law I & IIManagementBusiness CommunicationsMacro EconoManagement Policies & IssuesMarketing		
Relevant Experience	Part-time TellerAugust 2017 - Present Cobleskill, NY• Developed multi-tasking, problem-solving and customer service skills• Gained experience working in a fast paced and high volume environment, while striving for 100% accuracy in transactions• Secured regents exams for school district and prepared school taxes		
	 Assigned job tasks and organized work/vacat Controlled main vault cash supply and perform Opened new accounts and participated in law Generated and analyzed operating reports 	wich Bank and Trust Cobleskill, NY Established audit guidelines binder and delegated monthly sales goals Assigned job tasks and organized work/vacation schedules Controlled main vault cash supply and performed security audits Opened new accounts and participated in launch of new ATM	
Additional Experience	 Camp Counselor Camp Counselor Guide a group of day-campers through daily a Assist in facilitation of activities by maintaining environment Provide weekly report log highlighting activities 	g a fun and respectful	
Activities	Business Administration Club, 2017 - Present Community Service Club, 2017 – Present Hot Dogs for Hospice Fundraiser, 2015 – 2017 Future Business Leaders of America, 2014 - 2016		
Related Skills	 Proficient with Word, Excel and PowerPoint Practice managing personnel and budgets Knowledgeable of strategic and tactical organizational strategies Ability to keep abreast of technological changes in the field Understands basic principles of marketing 		