

# Janice Dollar

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**Objective:** A career within the finance field that will utilize my academic and work experience skills.  
Available: May X, 20XX

## Education:

University of Dayton, Dayton, OH

May 20XX

B.S in Business Administration, **Major: Finance, Minor: Economics**

G.P.A 3.0

## Skills and Training:

- Strong work ethic and organizational/time management skills
- Solid background in accounting, finance, and economics
- Proficient in Bloomberg Terminals
- Completion of several Leadership classes
- Advanced Microsoft Excel Ability
- Participant of the R. I. S. E Investment Forum

## Financial Experience:

**Finance Intern**, Nike Company, New York City, NY

May – August, 20XX

- Established supplier and distributor lines of credit
- Processed reports, managed billings, and incorporated exchange rates
- Supported management with up-to-date finance research
- Researched costs associated with new asset purchases

**Securities Intern**, JL& P Securities, Pittsburgh, PA

May – August, 20XX

- Conducted daily stock inventory
- Provided fundamental equity research and various forms of quantitative analysis
- Maintained customer relations

## Customer Service/Sales Experience:

**Sales Associate**, Best Buy, Pittsburgh, PA

January – August, 20XX

- Provided excellent customer relations and product knowledge

**Sales Associate**, Pottery Barn, Pittsburgh, PA,

May – August, 20XX

- Maintained inventory control, shipment receivables, stock management

## Activities/Volunteer Experience:

- Member of Pi Kappa Alpha
- Member of Investment Club
- Gospel Mission - Prepared and served food at a soup kitchen in Dayton, OH
- Habitat for Humanity - Volunteered in the construction of homes for families in Pittsburgh