

Janice Dollar

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

Education:

University of Dayton, Dayton, OH
B.S in Business Administration

May 20XX

Majors: Finance and Economics

G.P.A 3.0

Skills and Training

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

Related Work Experience

Finance Intern, Nike Company, New York City, NY

5/XX-8/XX

- 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

5/XX-8/XX

- 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

1/XX-8/XX

- Provided excellent customer relations and product knowledge

Sales Associate, Pottery Barn, Pittsburgh, PA,

6/XX-8/XX

- 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