**Sample Student**

 (806) 371-1234 | sample.student@gmail.com

**PROFESSIONAL SUMMARY (3-4 sentences that highlight your key strengths, skills, area of expertise–match to job description)**

Energetic Business Administration Professional who is dedicated to creating efficiency at all levels of management. Proven track record of professionalism, integrity and creativity in office functions. Specializes in (delete this and put in black font your specializations such as sales and marketing, human resources, retail/restaurant management, or bookkeeping/accounting/finance) environments.

**HIGHLIGHTS OF QUALIFICATIONS** (what are your strengths/qualifications- match to job description)

* Bilingual (fluent in English & Spanish)
* Proactive problem solver and analytical thinker
* Exceptional computer skills (Microsoft Office 2010 and QuickBooks Pro/Online)
* Multi-line telephone system operation
* Marketing/Sales experience
* Knowledgeable in Bookkeeping and Payroll

**EDUCATION**

**Amarillo College**, Amarillo, TX – May 2019
Associate of Science – Business Administration

**EXPERIENCE**

**Office Assistant and Bookkeeper** | July 2015 – Present (Remember to use only 3-5 bullet points)

Tascosa Recruitment – Amarillo, TX

* Provide administrative support to the office including answering and directing calls
* Schedule appointments and manage calendars
* Resolve administrative problems by preparing reports and analyzing data
* Maintain company books including A/P, A/R and cash accounts
* Assist in managing employee payroll services
* Balance monthly bank statements in QuickBooks Pro/Online

**Salesperson** | Feb 2012 – July 2015

Garden Center – Amarillo, TX

* Sold primarily lawn equipment, such as riding lawn mowers
* Developed a new client survey to improve customer service
* Earned three Top Seller recognitions for exceeding sales goals
* Maintained thorough and updated knowledge of equipment and product offerings/promotions
* Upsold warranties and accessories consistently to maximize revenue opportunities
* Explained equipment operation, maintenance details, and special tips for use
* Networked effectively with customers, increasing referrals by 20% over three years