ACCOUNTING, BANKING, FINANCE, INSURANCE Resume Examples

This packet includes sample resumes for the ACCOUNTING, BANKING, FINANCE, INSURANCE Career Community. These are examples of good practices in resume writing, demonstrating that you have choices you can make with formatting and style. We intentionally did not provide an example for every major or job type.



225 Lawrence Center | 610.436.2501 | cdc@wcupa.edu

Montgomery Thompson

332 Dawn Road, Lewistown, PA 19096 Cell Phone: 610-654-3210 Email:MT654321@wcupa.edu

EDUCATION: West Chester University, West Chester, PA

May 2017

Bachelor of Science in Accounting

AACSB accredited program

- GPA: 3.39; Dean's List Fall 2015, Spring 2016
- Graduating in May with 150 credits; academic plan available upon request
- Plan to sit for CPA exam in December 2017

Bucks County Community College, Newtown, PA August 2013 - May 2014

General education preparation

EXPERIENCE: Legacy Planning Partners, West Chester, PA April 2016 - current

Assistant

- Utilize Excel and QuickBooks to organize and audit client financial records and analyze investment patterns
- Communicate and work effectively on teams in a corporate environment
- Develop knowledge of IRAs, inflation, stocks, present/future values through project assignments and Internet research

Kreischer Miller, Horsham, PA

June 2016 - August 2016

Audit Intern

- Assisted Senior Accountants with mailing client confirmations, updating internal control forms, and preparing depreciation schedules using proprietary software
- Prepared basic work papers in Excel to test client accounts such as cash, prepaid expenses, accrued expenses, and fixed assets
- Supported Senior Accountants and Directors on the Audit & Accounting Team

Wawa, Roslyn & West Chester, PA

June 2015 - April 2016

Beverage Storage, Cash Register, and Deli Associate

- Developed a faster way to stock the refrigerator, which the manager implemented as a standard training protocol for all other employees
- Received a raise the first week for displaying strong work ethic and positive attitude
- One of the few workers within the store able to adapt and perform various roles

Aramark Catering, West Chester, PA

September 2014 - May 2015

Event Assistant

- Worked in teams to set coordinate events of up to 200 attendees
- Employee of the Month in April 2015
- Requested to work more hours by managers due to positive job performance

SKILLS:

- Aptitude for quantitative and analytical projects
- Work well with diverse groups of people, in teams and one-on-one
- Possess strong work ethic and motivation
- Proficient with QuickBooks, Microsoft Word, Excel, Outlook, and SharePoint

ACTIVITIES:

Accounting Society, West Chester University, 2014 - current Flag football (intramural), West Chester University, 2015 - current

Strength training

Golf Team in High School

NICK PANNOCK

24 Marvel Road • Media, PA 19004 • 484-555-1234 E-mail Address: NP456789@wcupa.edu https://www.linkedin.com/nhome/

OBJECTIVE:

To utilize my excellent leadership skills, ability to learn quickly, and entrepreneurial acumen in a sales and business development role

EDUCATION:

West Chester University of Pennsylvania, West Chester, PA

December 2017

Bachelor of Science in Finance

AACSB Accredited Program

GPA: 3.35

EXPERIENCE:

TD Bank, Media, PA

September 2015 – present

Teller

- Greet customers and establish a positive environment for banking
- Responsible for reconciling cash drawer at the end of every shift
- Promoted over \$15,000 in new business accounts

Mail Direct. Media. PA

Warehouse Assistant

September 2014 – April 2015

- Unloaded cargo materials and assisted in warehouse organization and upkeep for busy shipping company
- Followed OSHA guidelines for on-the-job safety and procedures, and complete necessary paperwork

Better Homes & Garages, Media, PA

Remodeling Contractor Assistant

June 2012 - January 2014

- Worked with owner and head contractor to complete diverse projects from painting to building full in-law quarters in home basement
- Assisted in performing estimates and informing prospective customers of all financial details of the potential project

The Athlete's Foot, Springfield, PA

Keyholder Salesman

April 2009 – April 2012

- Worked directly on sales floor with customers, selling athletic shoes, apparel, and equipment
- Opened and closed store multiple times per week, including counting out register and making bank deposits

Applebee's, Drexel Hill, PA

Server

October 2011 – March 2012

- Provided welcoming customer service in a fast-paced environment
- Coordinated with other servers to maximize efficiency of service

AWARDS & COMMUNTY INVOLVEMENT:

Volunteer, West Chester Salvation ArmyPIAA Basketball Referee

Worked with children at University of Richmond Basketball Camp

• Volunteer, West Chester University Health Center

• Assistant Coach, Springfield High School Basketball Team

October 2015 – present September 2015 – present Summers 2014, 2015 January – March 2015

August 2014 - January 2014

Juana Fernandez

123 Ram Road West Chester, PA 19383 JS123456@wcupa.edu (484) 423-6543

EDUCATION:

West Chester University of Pennsylvania, West Chester, PA

5/2017

- Bachelor of Science in Mathematics
- Concentration in Actuarial Science
- GPA 3.72, Dean's List

EXPERIENCE:

Assistant, State Farm Insurance Agency, Pottstown, PA

6/2015-Present

- Provide basic service and support to existing policyholders via phone
- Learn various aspects of independent agency operation
- Assisted owner with claims, invoices and administrative projects

Intern, City of West Chester, West Chester, PA

9/2015-12/2015

- Assisted the Head Risk Manager with workers compensation claims, litigations, contracts, procurement invoices
- Analyzed data of ongoing Historic Courthouse Renovation project

Camp Counselor, YMCA, West Chester, PA

Seasonal 6/2013-6/2015

- Engaged children, ages 4-10, in various developmental activities
- Organized games and events to encourage social interactions among children
- Collaborated with two other Program Coordinators to create weekly learning themes

Cashier, Giant Foods, West Chester, PA

8/2012-6/2015

- Provided quality service to all customers at the store
- Maintained an accurate register with a variety of sales during each shift
- Adapted work routine by assisting other departments as needed

ACTIVITIES:

Treasurer, Actuary Society of West Chester University, West Chester, PA

9/2015-Present

- Attend all weekly meetings and participate in professional development activities
- Keep track of all expenses and budget of \$2000 for the academic year
- Assist in coordinating fundraiser that raised \$500 for local food pantry

Member, American Sign Language Club, WCU, West Chester, PA

9/2015-Present

- Build on and practice ASL skills for up to 5 hours per week
- Participate in events to advocate for the Deaf Community

SKILLS:

- Proficient utilizing Microsoft Word, Excel, PowerPoint and SPSS
- Worked an average of 15 hours per week while maintaining full time student status
- Strong communication and teamwork skills

Janet C. Karol

12 Harold Dr., West Chester, PA 19380 (555)123-4567 / jckarol@gmail.com

EDUCATION

West Chester University, West Chester, PA *Master of Business Administration*, 2016

Columbia University, New York, NY *Bachelor of Science*, Industrial Engineering 2010

WORK EXPERIENCE

JP Morgan, Philadelphia, PA

Associate, Investment Banking, Corporate Finance, 2012 - Present

- Conduct detailed strategic and financial analyses, prepared and participated in client presentations, supervise analysts
- Formulate acquisition/merger target recommendations for technology and power generation clients seeking to expand market share and increase P/E multiples. Analysis included comparable market valuations, precedent transactions and EPS accretion/dilution projections
- Evaluate private equity placement of \$30MM for a voice mail company seeking to expand operations. Model cash flows and calculate cost of capital
- Perform due diligence and coordinate lead managed equity and debt transactions in excess of \$500MM in healthcare, home-building and automotive industries

Accenture, New York, NY

Consultant, 2010 - 2012

- Assisted Fortune 500 companies in identifying competitive strategies, re-engineering process flows, implementing cost-cutting initiatives and improving customer service. Led project teams, prepared client deliverables, presented to upper management, and managed client relationships
- Re-engineered Fortune 100 office automation company's existing selling strategy to empower field sales representatives, improve customer service and reduce cost.
- Conducted user interviews and benchmarking studies, performed process flow redesign and supervised 7
 member team in implementing new sales force automation application. Resulted in estimated 30% reduction in
 cost and 40% increase in sales
- Created sustainable core competencies for a new pharmaceutical client facing industry legislative uncertainty

Columbia University, New York, NY

Resident Assistant, 2008 - 2010

- Responsible for counseling and crisis intervention for 200 residents
- Coordinated campus activities study breaks, focus groups, fundraisers
- Served as liaison for faculty, administration and student body

SKILLS AND INTERESTS

- Fluent in French
- Skilled in MS-Office Products, relational databases, and programming languages
- Active volunteer at West Chester Food Cupboard