

*Resume Sample for Full-Time Employment*

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- OBJECTIVE** An entry level position in finance that will challenge excellent quantitative and analytical skills
- EDUCATION** The City College of New York, CUNY  
B.A., Management and Administration/Economics, June 2001  
G.P.A.: 3.2
- HONORS/  
AWARDS** Dean's List, five semesters  
Golden Key National Honor Society, Inducted 1999
- QUALIFICATIONS** *Research:* TheStreet.com, Bloomberg, DLJ Direct Market Speed, S&P Reports  
*Knowledge:* Trading stocks, trading options, good knowledge of trading futures, particularly currency futures.  
*Computer Skills:* MS Word, Excel, PowerPoint; WordPerfect
- EXPERIENCE**
- Music Entertainment, Inc., New York, NY  
***Travel and Entertainment Accounting Auditor*** Jan. '00 - Present
- Process expense reports for all divisions.
  - Review and audit expense reports in compliance with company and IRS policies.
  - Prepare and input journal entries to General Ledger system.
  - Complete special projects assigned by management.
- The City College of New York, New York, NY  
***Research Assistant, Economics Department*** Oct. '98 – Dec. '99
- Ran regression analyses using computerized statistical program for project titled *Factors Affecting People's Wealth*.
  - Reported findings and conclusions.
  - Translated a survey, *Assessment of East Harlem Business Needs*, from English to Spanish.
  - Provided field support for completion of surveys by business owners.
- Universal Communications, Brooklyn, NY  
***Accounting Clerk*** Jan. '98 - Sept. '98
- Managed all aspects of accounts payable department.
  - Prepared monthly bank reconciliations and updated journal entries as necessary.
- LANGUAGES** Fluent in Spanish; conversant in French
- ACTIVITIES** Economics Club, 1999 – 2000  
Volunteer, Lenox Hill Hospital, 1998 – 1999
- INTERESTS** Stock market, fitness, film, classical music